

**Poway Unified School District
PERSONNEL COMMISSION**

**15250 Avenue of Science, San Diego, CA 92128
District Office – Community Room**

**MINUTES
Monday, May 4, 2020**

A. PRELIMINARY FUNCTIONS

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 4:47 p.m., Monday, May 4, 2020, in the Community Room by Commissioner Margaret Wyatt.

Members Present: Margaret Wyatt, Chairperson
David Little, Vice Chairperson

Members Absent: Hans Sison, Commissioner – joined meeting at 4:57pm

2. Salute to the Flag

3. Welcome to the Public

4. Approval of Agenda

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the agenda for the May 3, 2020 Personnel Commission regular meeting.

Vote: Ayes – Wyatt and Little, Absent - Sison

5. Approval of Minutes of the March 2, 2020, Regular Personnel Commission meeting.

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the minutes for the March 2, 2020 Personnel Commission meeting.

Vote: Ayes – Wyatt and Little, Absent - Sison

B. COMMENTS

There were no comments.

C. INFORMATION ITEMS AND REPORTS

1. Commissioners

There were no comments.

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2. Director

Director Lyche stated that PUSD's Classified Employee of the Year, David Oliva, also won the San Diego County Classified Employee of the Year. The state competition, where he is now competing, was placed on hold. Unfortunately, the PUSD surprise awards presentations were cancelled, however the Superintendent and BOE members made congratulatory calls to the winners and a press release was sent out as well.

Director Lyche shared that all commission staff have been staying connected via Zoom and working remotely. Most hiring is on hold with a few essential positions being filled. The department is still accepting and screening applications; however in-person testing and interviewing is not possible at this time. PC staff are currently refining our hiring process, which we anticipate will speed up the hiring times.

3. District

There were no comments.

4. Employee Association

Courtney Martin at PSEA stated that she has been amazed at how awesome and flexible all of the classified personnel have been across the board and has adapted to this different way of working, for everyone across the 240 different classifications. Ms. Martin stated that everyone has been working from home, including Instructional Assistants, doing amazing things, including David Oliva (Classified Employee of the Year). Mr. Oliva has been hosting professional development opportunities for bus drivers and bus aides. Tania Rowe, our Professional Learning Coordinator, has set up a wide variety of classes.

Ms. Martin shared that PSEA leadership has been having meetings with different employee groups talking them through the dynamics of their positions and how they can, first and foremost, support the students, staff and the school. For hands-on employees, PSEA has worked with Maintenance and Operations and Facilities on how to get employees back to work using social distancing and other safety guidelines, ensuring that they have personal protective equipment and everything they need.

Ms. Martin also shared that PSEA leadership has been working through the Families First Coronavirus Response Act and the leaves and the different legislation that affords them those leaves. PSEA has been working very well with HR and the Superintendent to make sure that everyone is working and filling the needs and being valuable.

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5. Staff

Personnel Commission staff member Hannah Komorny, Human Resources Analyst, provided an update on the research into automated testing software. The PC staff have been looking into companies that use technology to remotely proctor exams so that the applicant could take the assessments from home. Staff would be able to build custom tests and video-based tests to cover both our written and oral exams.

Carolyn Teig, Human Resources Analyst, added that she is excited not just about online written exams but also the remote oral exams. These would greatly speed up the review process and help the department move forward with pending and future recruitments. An important feature would be to have the Paraeducator Multiple Choice (PMC) exam completed remotely, as the exam has been administered over 600 times per year, and giving this exam remotely would free up a great deal of staff time.

6. Operating Budget Report

Director Lyche indicated that the classification studies, including the staff training, would be continued in the next budget year.

7. Current Vacancy Report

Director Lyche pointed out that many of the recruitments are currently on hold until we can finish the hiring process. He noted that the Personnel Commission has filled 683 classified positions since July 1, 2019.

D. CONSENT AGENDA

It was moved (Little), seconded (Sison), and carried (3-0) to approve the Consent Agenda for the May 4, 2020, Personnel Commission meeting.

Roll Call Vote: Ayes – Wyatt and Little and Sison

1. Ratification of Eligibility Lists (PC 50.100.1(A)):

1. Instructional Assistant I Special Education
2. Instructional Assistant II Special Education
3. Instructional Assistant Preschool
4. Storekeeper
5. Health Services Technician
6. Instructional Assistant -PE
7. Speech Language Pathology Assistant
8. Assistant Director of Purchasing
9. Program Aide-ASES
10. Program Aide-ESS
11. Noon Duty Assistant
12. Student Services Assistant

2. Ratification of Removal of Names from Eligibility Lists (PC 50.100.6)

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E. DISCUSSION ITEMS

1. First Read of the 2020-2021 Personnel Commission budget.
Director Lyche shared that more funds have been allocated to the Personnel Commission for the upcoming year versus last year and the District has been very receptive to our needs. A couple of item increases to note: 1) publications, for recruitment tools and 2) advertising, for recruitment websites. The Personnel Commission's final vote on the 2020-2021 budget will take place at the June 1, 2020 meeting, after which the budget will be forwarded to San Diego County Office of Education.

F. FUTURE MEETINGS

1. Next regular Personnel Commission Meeting in the District Office (4:45 p.m.)
Monday, June 1, 2020 – *will likely be via Zoom*
Monday, July 6, 2020
Monday, August 3, 2020

G. CLOSED SESSION

Closed session to consider personnel issues pursuant to Government Code Sections 11126 and 54957 (for consideration of litigation, the appointment, employment, evaluation for performance, discipline/release, dismissal of public employee to hear complaints or charges brought against such employee by another person or employee.)

1. Personnel Commission Director's Performance

The meeting adjourned to closed session at 5:28 p.m. The meeting returned to open session at 5:41 p.m.

During closed session, there were no reportable items.

H. ADJOURNMENT

The meeting adjourned at 5:42 p.m.