

**Poway Unified School District
PERSONNEL COMMISSION**

**REGULAR MEETING - MINUTES
Monday, June 1, 2020**

1. PRELIMINARY FUNCTIONS

a. Call to Order

The regular meeting of the Personnel Commission was called to order at 4:48 p.m., Monday, June 1, 2020, in the Community Room by Commissioner Margaret Wyatt.

b. Salute to Flag

c. Roll Call/Establishment of a Quorum

Margaret Wyatt, Chair	<input checked="" type="checkbox"/>	present	<input type="checkbox"/>	absent
David Little, Vice Chair	<input checked="" type="checkbox"/>	present	<input type="checkbox"/>	absent
Hans Sison	<input checked="" type="checkbox"/>	present	<input type="checkbox"/>	absent

d. Welcome to the Public

e. Approval of Agenda

It was moved (Little), seconded (Sison), and carried (3-0) to approve today's agenda for the June 1 2020 Personnel Commission regular meeting.

Vote: Ayes – Wyatt and Little and Sison, Nays – none

f. Approval of Minutes

Approval of the May 4 2020, previous Regular Personnel Commission meeting.

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

Vote: Ayes – Wyatt and Little and Sison, Nays – none

2. PUBLIC COMMENTS

There were no requests for comment submitted.

3. INFORMATION ITEMS AND REPORTS

a. Commissioners

No items to report.

**Poway Unified School District
PERSONNEL COMMISSION**

REGULAR MEETING - MINUTES

Monday, June 1, 2020

b. Director

Commissioner Jeremy Lyche shared about a program called Jobmeas that the staff is learning to use for classification reviews. This tool is used by many school districts and cities for the alignment process and is a good fit for PUSD.

c. District

James Jimenez, Associate Superintendent of Personnel Support Services discussed promotions and graduations, a re-opening committee that has been formed, and gave an update on the status of the PUSD budget. Mr. Jimenez recommended that the Personnel Commission invite someone from the District's finance department to the July 6th meeting of the Personnel Commission, to present a more detailed summary of the budget outlook for the 2020-2021 school year.

d. Employee Association

Courtney Davis, President of PSEA, thanked the Personnel Commission for moving forward with classification reviews discussed the re-opening Committee.

e. Staff

Melanie Rodriguez, Human Resources Specialist, summarized the most recent Merit Academy session. Hannah Komorny, Human Resources Analyst, reported that the eSkill testing software integration with Neogov is almost complete. Carolyn Teig, Human Resources Analyst, gave an update on the annual recruitment for summer RSS Program Aides.

f. Operating Budget Report

No items to report.

4. CONSENT AGENDA

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

Executive Administrative Assistant to the Superintendent II

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

It was moved (Little), seconded (Sison), and carried (3-0) to approve the Consent Agenda for the June 1, 2020, Personnel Commission meeting.

Roll Call Vote: Ayes –Little and Sison and Wyatt, Nays – none

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5. ACTION ITEMS

a. Revision to Classification Description for Vehicle Maintenance Supervisor

It was moved (Sison), seconded (Wyatt), and carried (2-0) to approve revision to the classification description, for Vehicle Maintenance Supervisor (Little recused).

Roll Call Vote: Ayes – Sison and Wyatt, Nays – none

b. Revision to Classification Description for Director of Technology and Innovation

It was moved (Little), seconded (Sison), and carried (3-0) to approve revision to the classification description, for Director of Technology and Innovation.

Roll Call Vote: Ayes – Little, Sison and Wyatt, Nays – none

c. Revision to Classification Description for Music Assistant

It was moved (Little), seconded (Sison), and carried (3-0) to approve revision to the classification description, for Music Assistant.

Roll Call Vote: Ayes – Little, Sison and Wyatt, Nays – none

d. Motion regarding proposed 2020-2021 Personnel Commission budget

It was moved (Little), seconded (Wyatt), and carried (3-0) to approve the 2020-2021

Personnel Commission budget.

Roll Call Vote: Ayes – Little, Sison and Wyatt, Nays – none

6. FUTURE MEETINGS

Next regular Personnel Commission Meeting in the District Office (4:45 p.m.)

- Monday July 6, 2020, expected to be held remotely
- Monday August 3, 2020
- Monday, August 31, 2020

Open Session adjourned to closed session at 5:31 p.m.

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**REGULAR MEETING - MINUTES
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7. 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.)

- a. Performance evaluation for Director**
- b. Discussion of litigation**

During closed session, there were no reportable items.

Closed Session adjourned and Open Session resumed at 6:04 p.m.

8. ADJOURNMENT

The meeting adjourned at 6:05 p.m.