

**Poway Unified School District
PERSONNEL COMMISSION**

**REGULAR MEETING MINUTES
Monday, July 6, 2020**

1. PRELIMINARY FUNCTIONS

a. Call to Order

The regular meeting of the Personnel Commission was called to order at 4:50 p.m., Monday, July 6, 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 type="checkbox"/>	present	<input checked="" type="checkbox"/>	absent

d. Welcome to the Public

There were no requests for comment submitted

e. Approval of Agenda

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve today's agenda for the July 6, 2020 Personnel Commission regular meeting.

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

f. Approval of Minutes

Approval of the Minutes of the June 1, 2020, previous Personnel Commission Regular meeting. It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the minutes for the June 1, 2020 Personnel Commission Regular meeting.

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

Approval of the Minutes of the June 8, 2020, previous Personnel Commission Special meeting. It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the minutes for the June 8, 2020 Personnel Commission Special meeting.

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

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2. INFORMATION ITEMS AND REPORTS

a. Commissioners

Commissioner Little thanked everyone for working so hard during these challenging times.

b. Director

Director Jeremy Lyche reported that the Personnel Commission staff filled 615 positions since July 1, 2019, and the PC team continues to work hard to recruit and test applicants to fill anticipated vacancies for the coming school year.

Director Lyche also shared that PC staff have begun to analyze classification review requests have that have been turned in during the past two years. The team is working with consultant Vance Jacobson who has been providing training and guidance in this process.

c. District

James Jimenez, Associate Superintendent of Personnel Support Services, thanked all district staff who have risen to the recent challenges. He shared an overview of the current District plans for re-opening and reiterated that the District will be monitoring things closely over the coming months as it receives more information California Department of Public Health and the Department of Education.

d. Employee Association

No items to report.

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e. Personnel Commission Staff

PC Director Lyche explained that the Paraeducator Multiple Choice (PMC) is a written exam, used for a variety of positions that requires a great deal of time to schedule, administer and score. Staff developed our own PMC exam to administer online using the recently purchased eSkill software. Using an online format for this exam will save both the staff, and our applicants, a great deal of time.

Hannah Komorny, Human Resources Analyst, shared the results of a recent study to validate the online PMC exam to ensure that is valid and reliable. The validation results proved that this online exam adheres to the standards of the California Education Code.

f. Operating Budget Report

No items to report.

g. Current Vacancies Report

No items to report.

3. CONSENT AGENDA

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

1. Executive Assistant to the Assistant-Associate Superintendent
2. Program Aide ESS (0616)
3. Telecommunications Technician
4. Systems Engineer
5. Program Aide ESS (0626)
6. LAN Administrator (pulled from the July 6, 2020 agenda and moved to August 3, 2020)

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

It was moved (Little), seconded (Wyatt), and carried (2-0) to pull the LAN Administrator list from the July 6, 2020 Personnel Commission meeting agenda to the August 3, 2020 agenda.

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

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the Consent Agenda for the July 6, 2020, Personnel Commission meeting.

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

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4. ACTION ITEMS

a. Revision to Classification Description for Instructional Assistant Vocational Education

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve revision to the classification description, for a. Instructional Assistant Vocational Education.

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

b. Revision to Classification Description for Director of Purchasing

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve revision to the classification description, for Director of Purchasing.

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

5. FUTURE MEETINGS

Next regular Personnel Commission Meetings (4:45 p.m.)

- Monday August 3, 2020
- Monday, August 31, 2020
- Monday, October 5, 2020

6. ADJOURNMENT

The meeting adjourned at 5:25 p.m.