

**Poway Unified School District
PERSONNEL COMMISSION**

Remote via Zoom

**MINUTES
August 31, 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, August 31, 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 (arrived at 5:00)
Hans Sison	<input checked="" type="checkbox"/>	present	<input type="checkbox"/>	absent

d. Welcome to the Public

e. Approval of Agenda

It was moved (Sison), seconded (Wyatt), and carried (2-0) to approve today's agenda for the August 31, 2020 Personnel Commission regular meeting.

Vote: Ayes – Wyatt and Sison, Absent – Little

f. Approval of Minutes of the August 3, 2020, previous Regular Personnel Commission meeting.

It was moved (Sison), seconded (Wyatt), and carried (2-0) to approve the minutes for the August 3, 2020, Personnel Commission meeting.

Vote: Ayes – Wyatt and Sison, Absent - Little

2. PUBLIC COMMENTS

There were no comments submitted.

3. INFORMATION ITEMS AND REPORTS

a. Commissioners

No items to report.

b. Director

No items to report.

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c. Staff

Personnel Commission staff member Carolyn Teig reported that recruiters and analysts have been using eSkill candidate testing software for 4 months, starting in May 2020. There are 1,102 scores in the system, 121 exams have been created to date, and 63 Subject Matter Experts have scored oral exams. Overall this has been a very effective tool, without which PUSD would not have been able to test candidates remotely and move them forward in the recruitment process due to Covid. Feedback from the oral examination raters indicates that they like eSkill because it eliminates travel time and they can score the reviews on their own time. Though there has been a learning curve for the customization portions of the exams, it has still been a highly utilized tool for our department.

d. District

Brian Morris, Director of Human Resources, has been very impressed with the eSkill testing software, which is very user-friendly from a rater point of view. Reduced drive time for other school district administrators is a benefit, as well as the productivity increases. Director Morris gives it high marks and thinks there may be potential for a process such as this in other PUSD areas.

e. Employee Association

Courtney Davis, President of PSEA, reported that PSEA has been working through the summer to support members with health and safety guidelines. PUSD added an extra day for 9.5 month employees which was used to provide a wide array of professional learning opportunities so that employees can support our students. Ms. Davis agreed that there have been a lot of very positive recruitment changes that will go forward after the pandemic and she is pleased to see all of the work that the commission has done with the reclassification requests that have been completed.

f. Operating Budget Report

No items to report.

4. CONSENT AGENDA

It was moved (Little), seconded (Sison), and carried (3-0) to approve the Consent Agenda for the August 31, 2020, Personnel Commission meeting.

Roll Call Vote: Ayes – Wyatt and Little and Sison
Nayes – none

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

1. Program Aide-ESS
2. Director of Purchasing

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3. Program Aide-ASES
4. Senior Buyer
5. LAN Administrator Coordinator
6. Behavioral Intervention Instructional Assistant
7. Instructional Assistant I Special Education
8. Instructional Assistant II Special Education
9. Music Assistant
10. Program Aide-ESS
11. Noon Duty Assistant
12. Education Program Specialist

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

5. ACTION ITEMS

a. Change Personnel Commission monthly meeting date

Director Lyche explained that many of the items that the Personnel Commission approve must go to the Board for final approval. Moving Personnel Commission meetings back one week will allow the Personnel Commission Director and staff more time to prepare items for the BOE meeting.

It was moved (Little), seconded (Sison), and carried (3-0) to approve the Action item (a).

Roll Call Vote: Ayes – Wyatt and Little and Sison
 Nayes – none

b. Attendance & Discipline Administrative Specialist: Establish Classification and Reclassification

The PC received classification review requests from both Attendance & Discipline Administrative Specialists. It was determined by Director Lyche, working with Consultant Vance Jacobson, that the scope of their work and assigned duties fall outside of their current classification description and do not align with any other current classification. Therefore, Director Lyche recommended creation of this new classification. It was noted that per PC rules, the two incumbents working in that department will be reclassified into the new classification.

It was moved (Wyatt), seconded (Little), and carried (3-0) to approve the Action item (b).

Roll Call Vote: Ayes – Wyatt and Little and Sison
 Nayes – none

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c. Office Specialist – Bilingual: Establish Classification

The District currently has Office Specialists in the front office of all of PUSD high schools. The PC received a request to create a new Office Specialist - Bilingual classification to meet the needs of our non-English speaking families and community members. The duties for this new classification are similar to the current Office Specialist position with additional interpreting and translating duties and responsibilities.

It was moved (Little), seconded (Sison), and carried (3-0) to approve the Action item (c).

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

d. Assistive Technology Resource Assistant: Establish Classification

The PC received a classification review request from an employee currently classified as an Instructional Assistant II – Special Education. Upon review it was determined that the current job duties of this specific position do not fall within the current classification. Given the unique nature of this position, Director Lyche recommended the creation of this new classification.

It was moved (Little), seconded (Sison), and carried (3-0) to approve the Action item (d).

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

e. Accounting Assistant I: Reclassification

The PC received a classification review request for an Accounting Assistant I position in the Extended Student Services Department. The incumbent making the request has been in the position for over three years, during which time the duties continued to increase in complexity and responsibility. Upon review, Director Lyche determined that the current job duties align with the Accounting Assistant III position. Therefore, Director Lyche recommend reclassification of this position from an Accounting Assistant I to an Accounting Assistant III. Per PC rules, the incumbent will be reclassified into the position automatically.

It was moved (Little), seconded (Sison), and carried (3-0) to approve the Action item (e).

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

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f. Department Operations Technician: Classification Review

The PC received a request from an employee in the Special Education Department to review this position. Upon review of the duties, responsibilities, knowledge, and skills required for the position, Director Lyche found that the employee's duties align within the current job description as it is currently listed. Therefore, reclassification of this position is not recommended at this time.

It was moved (Little), seconded (Sison), and carried (3-0) to approve the Action item (f).

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

6. FUTURE MEETINGS

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

- Monday September 28, 2020
- Monday October 26, 2020
- Monday, November 30, 2020

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. Personnel Commission Director's Performance
The meeting adjourned to closed session at 5:59 p.m.
The meeting returned to open session at 6:04 p.m.
There were no reportable items from closed session.

8. ADJOURNMENT

The meeting adjourned at 6:05 p.m.