

**Poway Unified School District
PERSONNEL COMMISSION**

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

**MINUTES
September 28, 2020**

1. PRELIMINARY FUNCTIONS

a. Call to Order

The regular meeting of the Personnel Commission was called to order at 5:02 p.m., Monday, September 28, 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

e. Approval of Agenda

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve today's agenda for the September 28, 2020 Personnel Commission regular meeting.

Vote: Ayes – Wyatt and Little, Absent – Sison

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

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

Vote: Ayes – Wyatt and Little, Absent - Sison

2. PUBLIC COMMENTS

There were no comments.

3. INFORMATION ITEMS AND REPORTS

a. Commissioners

Commissioner Wyatt discussed the importance of maintaining accessibility when transitioning to an online hiring process, particularly for the visually and hearing-impaired applicants.

b. Director – Nothing to report.

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c. District

James Jimenez, Associate Superintendent of Personnel Support Services, is looking forward to the October 15, 2020 Board meeting, and the official approval of their intended appointee Ms. Margaret Wyatt, to a 3-year term as Personnel Commissioner effective 12/1/20. Her name was recommended and presented to the public during the September 24, 2020, Board Meeting.

The District would also like to acknowledge the appointment of Dr. Kelly Burke as Director of Human Resources. Dr. Burke has served as the Principal at Twin Peaks Middle School since 2012, as well as an assistant principal at Del Norte High School, Rancho Bernardo High School, and Poway High School.

We welcome Dr. Burke to Personnel Support Services.

d. Employee Association

Courtney Davis, President of PSEA, reported that PSEA has been working to support the classified employees in preparation for school openings. Ms. Davis stated the PSEA is pleased to see that the duties and salary for the Senior Buyer were updated. Ms. Davis also summarized turnover and rehire figures since April 2020:

- 156 classified employees have left the District
- Personnel Commission processed 108 new hires
- 60 of those who left were ESS, however the Personnel Commission hired 60 new employees for the ESS positions

e. Staff

Niki Wells, Human Resources Specialist with the Personnel Commission, summarized the recruitment of Program Aide Extended Student Services positions. Program Aide ESS is a year-round program at 27 school sites and is one of PUSD's largest recruitments and we have filled 119 positions in the last 12 months. The PC recruits through the Poway Unified website, Government Jobs, Indeed, Glassdoor, word of mouth, banners and college job boards. Our typical demographic is college-age applicants for this position that is 2 - 3.5 hours per day. Using online testing and virtual hiring fairs, the time to hire – defined as the time a candidate applies to the time they are offered a contract – has been as quick as 23 days. Ms. Wells stated that we will continue to work to fill these important positions as efficiently as possible as the schools open for in person learning.

f. Operating Budget Report - No items to report.

g. Position Status Report - No items to report.

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4. CONSENT AGENDA

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the Consent Agenda for the September 28, 2020, Personnel Commission meeting.

Roll Call Vote: Ayes – Wyatt and Little
 Absent – Sison

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

1. Program Aide ESS
2. Food and Nutrition Supervisor I
3. Food & Nutrition Procurement Specialist
4. Instructional Assistant I Special Education
5. Instructional Assistant II Special Education
6. Program Aide-ASES
7. Vehicle Maintenance Supervisor
8. ESS Supervisor
9. Student Services Assistant
10. Student Services Specialist
11. Food and Nutrition Assistant II
12. Noon Duty Assistant

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

5. ACTION ITEMS

a. First Aid and CPR Requirements - Revision to Classification Description

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the Revision to Classification Description of the First Aid and CPR Requirements.

Roll Call Vote: Ayes – Wyatt and Little
 Absent – Sison

b. Department Operations Technician – Facilities, Maintenance, and Operations – Classification Review

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the Classification Review for the Department Operations Technician – Facilities, Maintenance, and Operations.

Roll Call Vote: Ayes – Wyatt and Little
 Absent – Sison

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c. Senior Buyer - Revision to Classification Description

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the Revision to Classification Description for Senior Buyer.

Roll Call Vote: Ayes – Wyatt and Little
Absent – Sison

d. Purchasing Supervisor - Revision to Classification Description

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the Revision to Classification Description for Purchasing Supervisor.

Roll Call Vote: Ayes – Wyatt and Little
Absent – Sison

6. FUTURE MEETINGS

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

- Monday, October 26, 2020
- Monday, November 30, 2020
- Monday, January 4, 2021

7. ADJOURNMENT

The meeting adjourned at 5:51 p.m.