

**Poway Unified School District
PERSONNEL COMMISSION**

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

**MINUTES
October 26, 2020**

1. PRELIMINARY FUNCTIONS

a. Call to Order

The regular meeting of the Personnel Commission was called to order at 4:46 p.m., Monday, October 26, 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 October 26, 2020 Personnel Commission regular meeting.

Vote: Ayes – Wyatt and Little and Sison

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

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

Vote: Ayes – Wyatt and Little and Sison

2. PUBLIC COMMENTS

There were no comments.

3. INFORMATION ITEMS AND REPORTS

a. Commissioners

Commissioner Little congratulated the Personnel Commission team for doing a great job during these challenging times.

b. Director

Director Lyche was proud to announce that Carolyn Teig and Hannah Komorny, our two HR Analysts, just completed extensive coursework and passed rigorous exams and are now recognized as certified professionals through the International Public Management Association for Human Resources (IPMA). They have been recognized for their knowledge in all major areas of Public Sector Human Resource Operations. They did this on their own time and really

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wanted to pursue their own professional development. Also, Director Lyche, Melanie Rodriguez, Hannah Komorny and Michelle Doehr completed the Merit Academy training and received the certification. Last, Director Lyche reported that we are exploring the use of DocuSign to expedite the onboarding process with electronic signatures.

c. Staff

Personnel Commission staffer Michelle Doehr gave an overview of how the classified employee evaluations are tracked and reported for the site and department supervisors.

d. District

James Jimenez, Associate Superintendent of Personnel Support Services, congratulated Ms. Wyatt on her official reappointment as Personnel Commissioner by the Board of Trustees. Mr. Jimenez thanked the staff across all of the schools who have been working to reopen the schools and also thanked the Personnel Commission staff who have been working with employees and managers to help us staff for the reopening of school. Lastly, he wanted to remind all employees that Open Enrollment started today and will continue until November 13th for staff to make their benefit elections for 2021.

e. Employee Association

Courtney Davis, President of PSEA, congratulated Commissioner Wyatt on her reappointment. Ms. Davis also congratulated the Personnel Commission staff on their professional development. Ms. Davis thanked all of the classified staff who stuffed over 5000 envelopes for the mailing to employees for open enrollment. Ms. Davis thanked Director Lyche for attending the PSEA meeting last week to update attendees on what the Personnel Commission department has done, including expediting the hiring process, explaining how to substitute for other positions, and discussing the classification review cycle. Lastly, PSEA is excited to share with its members that the ACCR Committee that oversees the classification review cycle process, as agreed upon with PSEA and the District in 2015, will be reconvening.

f. Operating Budget Report

No items to report

g. Position Status Report

Director Lyche reported that this was a big week in hiring and IA Sped is still the biggest hiring challenge that the department faces.

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4. CONSENT AGENDA

It was moved (Little), seconded (Sison), and carried (3-0) to approve the Consent Agenda for the October 26, 2020, Personnel Commission meeting.

Roll Call Vote: Ayes – Wyatt and Little and Sison

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

1. Behavioral Intervention Instructional Assistant
2. Instructional Assistant I - Special Education
3. Noon Duty Assistant
4. Program Aide-ESS
5. Lead ESS Assistant
6. Occupational Therapist
7. Speech Language Pathology Assistant
8. Noon Duty Assistant
9. Purchasing Supervisor
10. Instructional Asst-Preschool
11. Food and Nutrition Assistant III
12. Program Aide-ESS
13. Communications Supervisor

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

c. Classification Revision: Senior Buyer

5. ACTION ITEMS

- a. Annual Report for the 2019-2020 school year.

6. FUTURE MEETINGS

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

- Monday, November 30, 2020
- Monday, January 4, 2021
- Monday, January 25, 2021

7. ADJOURNMENT

The meeting adjourned at 5:32 p.m.