

**Poway Unified School District  
PERSONNEL COMMISSION**

**Meeting Held Remote via Zoom**

**MINUTES  
November 30, 2020**

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**1. PRELIMINARY FUNCTIONS**

**a. Call to Order**

The regular meeting of the Personnel Commission was called to order at 4:46 p.m., Monday, November 30, 2020 in the Community Room by Commissioner David Little.

**b. Roll Call/Establishment of a Quorum**

Margaret Wyatt, Chair	<input type="checkbox"/>	present	<input checked="" 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

**c. Welcome to the Public**

**d. Approval of Agenda**

It was moved (Little), seconded (Sison), and carried (2-0) to approve today's agenda for the November 30, 2020 Personnel Commission regular meeting.

Vote: Ayes – Little and Sison, Absent – Wyatt

**e. Approval of Minutes** of the October 26, 2020, previous Regular Personnel Commission meeting.

It was moved (Little), seconded (Sison), and carried (2-0) to approve the minutes for the October 26, 2020, Personnel Commission meeting.

Vote: Ayes – Little and Sison, Absent - Wyatt

**2. PUBLIC COMMENTS**

There were no comments.

**3. INFORMATION ITEMS AND REPORTS**

**a. Commissioners**

Commissioner Little stated that he is very impressed with the amount of work being accomplished with the constraints of the remote environment.

**b. Director**

PC conducted a pilot test and implementation of DocuSign electronic signature software and it has significantly helped to speed up the process. Feedback from the candidates is that it is easy to use and user-friendly. It has decreased our onboarding process by at least 3 to 4 days.

**c. Staff**

No items to report.

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**d. District**

Dr. Kelly Burke highlighted an item from the last Board of Education meeting on November 12, 2021 when Learning Support Services reported on the reopening plan for secondary schools. The district has been bringing back small cohorts of students to receive additional support which has been going very well.

**e. Employee Association**

Courtney Davis, President of PSEA, reported that various classified staff have been working at school sites since April and that PSEA has made significant strides in safety and notification protocols. There remains classification work that PSEA has been working with the district to rectify while also providing support our employees. Minimum wage will increase by \$1 per hour on January 1, 2021, and PSEA has been working with the district regarding both internal alignment concerns and also how best to honor the integrity of the salary schedule. Lastly, the Personnel Commission is committed to moving forward with the classification review cycle with the announcement that the Advisory Committee for Classification Review (ACCR) will be meeting soon in anticipation of the beginning Year 2 of the classification review cycle.

**4. CONSENT AGENDA**

It was moved (Little), seconded (Sison), and carried (2-0) to approve the Consent Agenda for the November 30, 2020, Personnel Commission meeting.

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

**a. Position Status Report**

**b. Operating Budget Report**

**c. Ratification of Eligibility Lists (PC 50.100.1(A)):**

1. Lead Human Resources Technician (09-02-20)
2. Human Resources Technician (09-08-20)
3. Bus Driver (10-14-20)
4. ROP AE Office Specialist (10-21-20)
5. Bus Transportation Aide (10-22-20)
6. Instructional Assistant I - Special Education (10-23-20)
7. Instructional Assistant II - Special Education (10-23-20)
8. Insurance Benefits Technician (10-23-20)
9. Instructional Assistant I - Special Education (10-29-20)
10. Food and Nutrition Assistant I (10-30-20)
11. Instructional Assistant II - Special Education (11-02-20)
12. Program Aide-ESS (11-02-20)
13. Program Manager - IT (11-02-20)

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14. Noon Duty Assistant (11-03-20)
15. School Secretary (11-03-20)
16. Instructional Assistant-Preschool (11-06-20)
17. Food and Nutrition Assistant II (11-09-20)
18. Program Aide-ESS (11-09-20)
19. Program Aide-ASES (11-13-20)
20. Instructional Assistant I - Special Education (11-17-20)
21. Instructional Assistant II - Special Education (11-17-20)
22. Groundskeeper I (11-18-20)
23. Behavioral Intervention Instructional Assistant (11-19-20)
24. Maintenance Worker (11-19-20)
25. Food and Nutrition Assistant I (11-20-20)

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

**5. FUTURE MEETINGS**

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

- Monday, January 4, 2021
- Monday, January 25, 2021
- Monday, February 22, 2021
- Monday, March 29, 2021
- Monday, April 26, 2021
- Monday, May 17, 2021
- Monday, June 7, 2021
- Monday, July 26, 2021
- Monday, August 30, 2021
- Monday, September 27, 2021
- Monday, November 1, 2021
- Monday, November 29, 2021

**6. ADJOURNMENT**

The meeting adjourned at 5:02 p.m.