

**POWAY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
REGULAR MEETING AGENDA**

December 6, 2021

4:45 p.m.

15250 Avenue of Science

San Diego, CA 92128-3406

Join Zoom Meeting

<https://powayusd.zoom.us/j/2146294427?pwd=a2FQeFZoRzV4QmErTmNwY2RRR1FxZz09>

Meeting ID: 214 629 4427

Passcode: PersCom

1. CALL TO ORDER

a. Call to Order

b. Roll Call/Establishment of a Quorum

David Little, Chair	<input type="checkbox"/>	present	<input type="checkbox"/>	absent
Margaret Wyatt, Vice Chair	<input type="checkbox"/>	present	<input type="checkbox"/>	absent
Vacant	<input type="checkbox"/>	present	<input type="checkbox"/>	absent

c. Welcome to the Public

d. Approval of Agenda for December 6, 2021

2. PUBLIC COMMENTS

Public Speakers were requested to submit requests via a Google public speaker request form at this link:

<https://forms.gle/aLwEyCVHUBQuu7gy9>

by 3:30 p.m., Monday, December 6, 2021, the day of the meeting, prior to the start of the 4:45 p.m. Meeting.

Comments submitted via the online public speaker request form will be read aloud, by the submitter, during Agenda Item 2 "Public Comments".

Note: Members of the public may address the Personnel Commission on items not listed on the agenda.

The Brown Act restricts the Commissioners responses to non-agenda topics to: clarifying questions, brief announcements, brief report of personnel related activities, or to refer the matter to staff. The Commissioners may not take any action on items not included in the meeting agenda.

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3. ACTION ITEMS

- a. Approval to Conduct the Regularly Scheduled Personnel Commission Meeting Virtually, Pursuant to AB 361**
- b. Organization of the Personnel Commission for 2022**
 - 1. Election of Chair for the Personnel Commission
 - 2. Election of Vice Chair for the Personnel Commission
- c. Proposed Personnel Commission Meeting Calendar – 2022**
- d. New Classification – Special Education Parent Engagement Liaison**
- e. Classification Revision and Title Change – Executive Director, Facilities**
- f. Personnel Commissioner Interviews**

David Little (PSEA appointed commissioner) and Margaret Wyatt (Board appointed commissioner) will interview four applicants for Personnel Commission Joint Appointee seat, vacant December 1, 2021.

g. Deliberation

Deliberation will take place regarding applicants for Personnel Commission vacancy.

h. “Intended Appointee”

The Appointee of the Classified Employees and the Appointee of the Governing Board shall publicly announce the name of their “Intended Appointee.”

i. Public Hearing Date

The Commission will set a date for an open public hearing (after 30 days) on the qualifications of the “Intended Appointee” and/or any other applicant for the position.

4. CONSENT AGENDA

All matters listed under Consent Agenda are to be considered routine and will be enacted by one motion followed by a roll call vote. There will be no separate discussion of these items unless Commission, audience, or staff request specific items to be removed from the Consent Agenda for separate action.

- a. Position Status Report**
- b. Operating Budget Report**
- c. Minutes of the November 1, 2021 Regular Personnel Commission Meeting**
- d. Ratification of Eligibility Lists (PC 50.100.1(A))**

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5. REPORTS

a. Commissioners

b. Director

c. Staff

1. Virtual Hiring Fair Success – Melanie Rodriguez
2. Food and Nutrition Services Staffing Update – Niki Wells

d. District

e. Employee Association

6. FUTURE MEETINGS – 2022 Schedule

- Monday, January 24, 2022
- Monday, February 28, 2022
- Monday, March 28, 2022
- Monday, April 25, 2022
- Monday, May 23, 2022
- Monday, June 27, 2022
- Monday, July 25, 2022
- Monday, August 29, 2022
- Monday, September 26, 2022
- Monday, October 24, 2022
- Monday, November 28, 2022

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 Evaluation

8. ADJOURNMENT

MEETING OF THE PERSONNEL COMMISSION POWAY UNIFIED SCHOOL DISTRICT

Welcome! The following information is provided to assist persons who attend the meeting of the Personnel Commission and wish to participate in the meeting.

Addressing the Commission:

There are two ways to address the Commission during the meeting. These are 1) speaking to the Commission regarding an item already on the agenda, and/or 2) speaking to the Commission about a new topic not on the agenda. Speakers will be asked to keep their comments brief and allotted approximately three (3) minutes per speaker, per topic.

- 1. Items on the Agenda – Speakers may comment on any item on the meeting agenda to share information for consideration by the Commission immediately before the Commission begins deliberation on the item. A speaker slip must be completed and provided to the Director prior to the agenda item.*
- 2. Items not on the Agenda – Item C (Public Comments) provides the opportunity where individuals may address topics that are not listed on the agenda. The Brown Act restricts the Commissioners from engaging in a discussion of non-agenda items or issues raised during public comment except to acknowledge receipt of the information, refer it to staff for further study or refer the item to a future meeting. The Commission may not take any action on issues or topics presented during Public Comments.*

Placing Items on a Future Agenda

Any member of the public may request that a matter within the jurisdiction of the Commission be placed on the agenda of a regular meeting. The request must be in writing and must describe the item to be discussed with sufficient detail including the history of the issue and how it is related to the Personnel Commission. Also, to be included is any information or material that the requestor wishes to be reviewed by the Commission regarding the issue. It must be submitted to the Personnel Commission Director at least five (5) working days before the scheduled meeting date. Items submitted less than five (5) working days before the scheduled meeting date may be postponed to a later meeting date to allow sufficient time for consideration and research of the issue.

The Commission Chair and the Director shall decide whether a request is within the subject matter jurisdiction of the Commission. Items not within the subject matter jurisdiction of the Commission may not be placed on the agenda. In addition, the Commission Chair and/or Director will determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative procedure before placing the item on the agenda.

The Commission Chair and/or Director shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item, information item, or agenzed under Public Comment.

Agenda and Agenda Materials

A copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission office upon request. Requests may be made via email communication to the Director no sooner than 72 hours prior to the meeting. A copy of a previous month's agenda and attachments may be requested by email communication to the Director at any time.

Assistance/Accommodations

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the District's Personnel Commission, please contact the Personnel Commission Office at (858) 521-2794. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the District shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

Closed Session

The Personnel Commission may hold closed sessions only for purposes identified by law. The Commission may hold a closed session at any time during a regular or special meeting and during emergency meetings in accordance with Law.