

**Poway Unified School District
PERSONNEL COMMISSION**

Meeting Held Remote via Zoom

**MINUTES
January 4, 2021**

1. PRELIMINARY FUNCTIONS

a. Call to Order

The regular meeting of the Personnel Commission was called to order at 4:46 p.m., Monday, January 4, 2021 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 January 4, 2021 Personnel Commission regular meeting.

Vote: Ayes – Wyatt and Little, Absent – Sison

f. Approval of Minutes of the November 30, 2020, previous Regular Personnel Commission meeting.

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

Vote: Ayes – Wyatt and Little, Absent - Sison

2. PUBLIC COMMENTS

Jeremy Lyche indicated that there was one comment, from Deborah Strickland: the topic was "Early Retirement" and her comment was: "Early Retirement for classified employees with 19 years with PUSD and would like early retirement. I emailed Courtney on 12/28/2020. Thank you. Deborah."

Mr. Lyche responded that the Commissioners could not respond to the comment as it was not on the Agenda.

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3. INFORMATION ITEMS AND REPORTS

a. Commissioners

No items to report.

b. Director

Jeremy Lyche announced the Carolyn Teig, Human Resources Analyst, resigned effective January 8, 2021. She has been with PUSD for almost 10 years, and so while it is a loss for the department, it is exciting for Carolyn and the PC is grateful for her time with the Personnel Commission Team.

c. Staff

Hannah Komorny, Human Resources Analyst, discussed the new online Exit Interview survey that will be sent to employees who resign or retire from PUSD. Carolyn Teig, Hannah Komorny and Jeremy Lyche made content changes to make it more pertinent. The survey results will be a data resource for recruitment strategy and classification reviews. Previously this survey was sent via US Mail; now a link to a Google Survey will be emailed to former employees soon after they separate from the district, and it will be easier to use. PC staff expect to be sending out the surveys soon.

d. District

James Jimenez, Associate Superintendent of Personnel Support Services, reported that for the first two weeks of the students' return in January it is remote learning. On January 19th students will resume the in-class hybrid model that we were doing prior to the winter break.

e. Employee Association

Courtney Davis, President of PSEA, reported that PSEA is pleased with the agreement with the District regarding the minimum wage and salary changes that are on the agenda today. We are working with District regarding the struggles with staffing issues and are happy that the MOU addresses a lot of the out of classification work being done by program aides. As we go forward PSEA is looking to the Personnel Commission to help us weigh in on the job descriptions and the job duties, particularly for the Instructional Assistants who are filling in for the teachers who are not in the classroom.

4. CONSENT AGENDA

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the Consent Agenda for the January 4, 2021, Personnel Commission meeting.

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

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a. Position Status Report

b. Operating Budget Report

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

1. Program Aide-ESS (12-02-20)
2. Crew Chief I (12-04-20)
3. Instructional Assistant I - Special Education (12-04-20)
4. Instructional Assistant II - Special Education (12-04-20)
5. Library Media Technician - Elementary (12-4-20)
6. Bus Driver (12-15-20)
7. LAN Administrator (12-15-20)
8. Communications Technician (12-16-20)
9. Inst Asst-Preschool (12-16-20)
10. Administrative Assistant II (12-17-20)
11. Grounds Supervisor (12-18-20)
12. Instructional Assistant (12-18-20)
13. Noon Duty Assistant (12-18-20)
14. School Administrative Assistant - Middle School (12-18-20)
15. Program Aide-ESS (12-21-20)

5. ACTION ITEMS

a. Buyer and Assistance Buyer Salary Reallocation

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the Salary Reallocation for Buyer and Assistance Buyer.

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

b. Minimum Wage Increase

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the Minimum Wage Increase.

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

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6. FUTURE MEETINGS

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

- Monday, January 25, 2021
- Monday, February 22, 2021
- Monday, March 29, 2021

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. Potential Litigation Pursuant to Government Codes 54954.5, 54956.9, 54956.9(d)(2) or (3), and 54956.9(d)(4), 54956.9(e)(2)-(5), 54957, and 54957.1; Education Code 45313
- b. Public Employee Discipline/Dismissal/Release/Reassignment/Resignation/Nonreelection Pursuant to Government Codes 54954.5(e), and 54957

The meeting adjourned to closed session at 5:10 p.m.

The meeting returned to open session at 5:38 p.m.

Ms. Wyatt reported that in closed session, the Commissioners directed Mr. Lyche to obtain a legal opinion regarding the potential of employees working out of classification.

8. ADJOURNMENT

The meeting adjourned at 5:39 p.m.