

**Poway Unified School District  
PERSONNEL COMMISSION**

**Meeting Held Remote via Zoom**

**MINUTES  
January 25, 2021**

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**1. PRELIMINARY FUNCTIONS**

**a. Call to Order**

The regular meeting of the Personnel Commission was called to order at 4:47 p.m., Monday, January 25, 2021 by Commissioner Margaret Wyatt.

**b. 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

**c. Welcome to the Public**

**d. Approval of Agenda**

It was moved (Sison), seconded (Little), and carried (3-0) to approve today's agenda for the January 25, 2021 Personnel Commission regular meeting.

Vote: Ayes – Wyatt and Little and Sison

**e. Approval of Minutes** of the January 4, 2021, previous Personnel Commission Regular meeting.

It was moved (Sison), seconded (Little), and carried (3-0) to approve the minutes for the January 4, 2021, Personnel Commission meeting.

Vote: Ayes – Wyatt and Little and Sison

**2. PUBLIC COMMENTS**

There were no comments.

**3. INFORMATION ITEMS AND REPORTS**

**a. Commissioners**

No items to report.

**b. Director**

Personnel Commission Director Jeremy Lyche reported that there are 35 different recruitments open and 350 vacancies to fill. The Personnel Commission has been working with a higher volume of recruitments and applicants than during pre-Covid times.

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**c. Staff**

Melanie Rodriguez, Human Resources Specialist, reported that there has been an exceptional response to the help wanted email, and that 210 applications were received for the Limited Term Instructional Assistant recruitment. So far, there have been 111 applicants who have completed their exams. Learning Support Services has been providing test raters. The District will be needing more Special Education Instructional Assistants so Ms. Rodriguez reached out to these qualified candidates to determine their interest in working in that position, with 25 responding positively.

Director Lyche clarified for the Commission that PC rules allow limited term employees to be either a substitute for a current employee, or a short-term position not to exceed six months, which can be extended by the Commission up to one year for emergency purposes. Director Lyche has been collaborating with PSEA and the District to ensure that the contract is being followed when posting these jobs and also that we do not have any internal people available for this work. PSEA is in support of this recruitment for Limited Term Instructional Assistants.

**d. District**

Brian Morris, Director of Human Resources, PSS stated that he appreciates how Personnel Commission staff are handling the Limited Term Instructional Assistant recruitment and sees that they are doing creative things to streamline onboarding. Additional PSS staff will soon be supporting the initial screening of all onboarding packets returned using DocuSign, to verify that candidates have submitted all the required documents.

**e. Employee Association**

Courtney Davis, President of PSEA, said that PSEA is pleased with both the Limited Term Instructional Assistant recruitment and the streamlining of the onboarding process. Ms. Davis also acknowledged Tania Rowe, PSEA's Professional Learning Coordinator, for all of her work for this Friday's Professional Growth Day. There are over 54 offerings, most of which are virtual, and the variety of topics continues to grow each year.

**4. CONSENT AGENDA**

It was moved (Sison), seconded (Little), and carried (3-0) to approve the Consent Agenda for the January 25, 2021, Personnel Commission meeting.

Roll Call Vote: Ayes – Wyatt and Little and Sison

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**a. Position Status Report**

**b. Operating Budget Report**

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

1. 0104 Student Health Care Specialist (01-04-2021)
2. 0104 Student Services Assistant (01-04-2021)
3. 0105 Attendance Accounting Assistant I (01-05-21)
4. 0105 Behavioral Intervention Instructional Assistant (01-05-21)
5. 0112 Instructional Assistant (01-12-21)
6. 0113 Instructional Assistant I - Special Education (01-13-21)
7. 0113 Instructional Assistant II - Special Education (01-13-21)
8. 0113 Noon Duty Assistant (01-13-21)
9. 0114 Health Services Technician (01-14-21)
10. 0119 Program Aide - ESS (01-19-21)
11. 0121 Behavioral Intervention Instructional Assistant (01-21-21)
12. 0121 Crossing Guard (01-21-21)
13. 0121 Instructional Assistant I - Special Education (01-21-21)
14. 0121 Instructional Assistant II - Special Education (01-21-21)

**5. ACTION ITEMS**

**a. Organization of the Personnel Commission for 2021:**

**1. Election of Chair of the Personnel Commission**

It was moved (Sison), seconded (Wyatt), and carried (3-0) to approve David Little as Chairperson of the Personnel Commission for 2021.

Roll Call Vote: Ayes – Wyatt and Little and Sison

**2. Election of Vice Chair of the Personnel Commission**

It was moved (Sison), seconded (Wyatt), and carried (3-0) to approve Margaret Wyatt as Vice Chairperson of the Personnel Commission for 2021.

Roll Call Vote: Ayes – Wyatt and Little and Sison

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**6. FUTURE MEETINGS**

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

- Monday, February 22, 2021
- Monday, March 29, 2021
- Monday, April 26, 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. Update regarding Legal Guidance 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 5:06 p.m.

The meeting returned to open session at 5:33 p.m.

During closed session, there were no reportable items.

**8. ADJOURNMENT**

The meeting adjourned at 5:34 p.m.