

**Poway Unified School District
PERSONNEL COMMISSION**

Meeting Held Remote via Zoom

**MINUTES
February 22, 2021**

1. PRELIMINARY FUNCTIONS

a. Call to Order

The regular meeting of the Personnel Commission was called to order at 4:48 p.m., Monday, February 22, 2021 in the Community Room by Commissioner David Little.

b. Roll Call/Establishment of a Quorum

David Little, Chair	<input checked="" type="checkbox"/>	present	<input type="checkbox"/>	absent
Margaret Wyatt, 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 February 22, 2021 Personnel Commission regular meeting.

Vote: Ayes – Little and Sison

e. Approval of Minutes of the January 25, 2021, previous Personnel Commission regular meeting.

It was moved (Little), seconded (Sison), and carried (2-0) to approve the minutes for the January 25, 2021, Personnel Commission meeting.

Vote: Ayes – Little and Sison

2. PUBLIC COMMENTS

There were no comments.

3. INFORMATION ITEMS AND REPORTS

a. Commissioners

No items to report.

b. Director

Director Lyche announced that the Personnel Commission's Human Resources Assistant, Angela Voggenthaler, is transferring to Oak Valley Middle School to work in their office. Director Lyche said that the department will really miss Angela as she is an amazing person, and she has been the "glue" for our department. Angela Voggenthaler spoke and said that she has truly enjoyed her time with the Personnel Commission, that it is a special group, and she has learned a great deal and appreciates everyone's kindness.

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c. Staff

Melanie Rodriguez, Human Resources Specialist, gave a report about the recent recruitment of limited term Instructional Assistants. Over 250 applications have submitted, 230 were invited to test, and there are currently 100 on the eligibility list. Fifty-five candidates have now completed their processing paperwork. The goal is to have at least 70 candidates ready to place. Typical for part-time, non-benefitted, positions is a 30-35% placement rate from the time of application. Additionally, over 50 candidates on the eligibility list have expressed interest in special education and will be tested for that position, however the current priority is for the Instructional Assistants needed to get the schools opened.

d. District

James Jimenez, Associate Superintendent of Personnel Support Services, wished all the best to Angela Voggenthaler and said that OVMS is a wonderful community. He said that Angela has been a hard worker and a key part of the team and that we appreciate everything she has contributed. Jimenez also thanked Director Lyche, Melanie Rodriguez and the other PC staff for their behind the scenes work, along with LSS, to recruit Instructional Assistants for the reopening of PUSD secondary schools. Case rates in the county continue to trend down and that will eventually translate into receiving the green light to reopen the middle and high schools. Instructional Assistants are a big part of reopening and we are excited to have the employees come on board.

e. Employee Association

Tania Rowe, Professional Learning Coordinator with PSEA, shared that PSEA is now the facilitator for a 3.5-hour orientation of the new hires. At this time, 53 new employees have come through PSEA for orientation, which has been a collaborative effort with LSS. The long-term benefits include higher employee retention and faster acclimation to the district. These orientations provide information about other resources as well, including payroll, professional learning, and PUSD online resources. Ms. Rowe also stated that Professional Growth Day had 56 zoom sessions for over 1500 employee attendees, which was an all-time high. Ms. Rowe congratulated Angela on her new position at OVMS and said that OVMS is very lucky to have her!

4. CONSENT AGENDA

It was moved (Little), seconded (Wyatt), and carried (3-0) to approve the Consent Agenda for the February 22, 2021, Personnel Commission meeting.

Roll Call Vote: Ayes – Wyatt and Little and Sison
Nays – none

a. Position Status Report

b. Operating Budget Report

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

1. Instructional Assistant (01-22-21)
2. Food and Nutrition Assistant I (01-25-21)
3. Instructional Assistant I - SPED (01-25-21)
4. Instructional Assistant II - SPED (01-25-21)
5. Instructional Assistant (02-01-21)
6. Program Aide - ESS (02-01-21)
7. Career-Life Skills Technician (02-02-21)
8. Instructional Assistant ELL (02-03-21)
9. Bus Transportation Aide (02-04-21)
10. Program Aide - ESS (02-04-21)
11. Crossing Guard (02-08-21)
12. Noon Duty Assistant (02-08-21)
13. Program Aide - ASES (02-11-21)
14. Instructional Assistant (02-12-21)
15. Health Services Technician (02-16-21)
16. Program Aide - ESS (02-16-21)
17. Student Services Specialist - Bilingual (Spanish) (02-17-21)
18. Program Aide ESS (02-18-21)

5. ACTION ITEMS

a. Budget Reallocation for Contract with JB Rewards

It was moved (Wyatt), seconded (Sison), and carried (3-0) to approve the Budget Reallocation for Contract with JB Rewards.

Roll Call Vote: Ayes – Wyatt and Little and Sison
 Nayes – none

b. Classification Review – Director of Risk Management

It was moved (Sison), seconded (Wyatt), and carried (3-0) to approve the Classification Review for the Director of Risk Management.

Roll Call Vote: Ayes – Wyatt and Little and Sison
 Nayes – none

6. FUTURE MEETINGS

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

- Monday, March 29, 2021
- Monday, April 26, 2021
- Monday, May 17, 2021

7. ADJOURNMENT

The meeting adjourned at 5:16 p.m.