

**Poway Unified School District  
PERSONNEL COMMISSION**

**Meeting Held Remote via Zoom**

**MINUTES  
March 29, 2021**

---

**1. PRELIMINARY FUNCTIONS**

**a. Call to Order**

The regular meeting of the Personnel Commission was called to order at 4:49 p.m., Monday, March 29, 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 (3-0) to approve today's agenda for the Monday, March 29, 2021 Personnel Commission regular meeting.

Vote: Ayes – Wyatt and Little and Sison

**2. PUBLIC COMMENTS**

There were no comments.

**3. INFORMATION ITEMS AND REPORTS**

**a. Commissioners**

Commissioner Sison wanted to congratulate all of the nominees and winners of the 2021 Classified Employees of the Year, including finalists Pauline Moroz, Kim Carroll and Dion Navarrette, for their outstanding service and commitment to the school district and the community. Their dedication deserves recognition, and they have the support of the Personnel Commissioners.

**b. Director**

High schools and middle schools reopened several weeks ago. The reports are that things have gone very smoothly. To support the students, the Personnel Commission hired 85 limited term Instructional Assistants to help cover the classrooms. It has been a great team process working with PSS, PSEA and LSS to facilitate this success. This is a new experience because of COVID and we had to think out of the box, and I am proud of the results and how it all came together.

**Poway Unified School District  
PERSONNEL COMMISSION**

**Meeting Held Remote via Zoom**

**MINUTES  
March 29, 2021**

---

**c. Staff**

Hannah Komorny, Human Resources Analyst, gave an update about the programs that will require a summer hiring recruitment. These includes the traditional summer programs of ESS, ESY and lifeguards, as well as the new General Education Extended Learning Program with Learning Support Services. We are hiring current Instructional Assistants, Office Assistants, Campus Security Specialists and Health Services Technicians for this program. The PC is working to ensure that these recruitments are more accessible and efficient for candidates. Last year the PC used eSkill for Program Aide ESS, and for the first time, will be using DocuSign for the summer recruitments.

**d. District**

Brian Morris, Human Resources Director, stated that it is teacher hiring season right now, so things are busy and a lot is happening. PSS really appreciates the teamwork with the PC staff, who have also done a great job of welcoming the new PSS staff members and answering their questions. It is busy, and it is going to get even busier, so PSS really appreciates the partnership and teamwork that is happening every day.

**e. Employee Association**

Courtney Davis, President of PSEA, shared that she really enjoyed reading the positive accolades from the sites about the Classified Nominees and all of the hard work they have been doing, particularly the flexibility and the above-and-beyond through COVID. Ms. Davis also noted the number of classified employees who had recognition from their supervisors and sites for their participation in the Professional Development Program. That was recognition for the great work that Tania Rowe, PSEA's Learning Coordinator, is doing, as well as for PLAB. As the schools are reopening, we are again focusing on professional development, training and revisiting the evaluation process.

**4. CONSENT AGENDA**

It was moved (Little), seconded (Sison), and carried (3-0) to approve the Consent Agenda for the March 29, 2021, Personnel Commission meeting.

Roll Call Vote: Ayes – Wyatt and Little and Sison

**a. Position Status Report**

**b. Operating Budget Report**

**c. Minutes of the February 22, 2021, previous Personnel Commission regular meeting.**

**Poway Unified School District  
PERSONNEL COMMISSION**

**Meeting Held Remote via Zoom**

**MINUTES  
March 29, 2021**

---

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

1. Food and Nutrition Assistant I (02-22-21)
2. Instructional Assistant I - Special Education (02-24-21)
3. Instructional Assistant II - Special Education (02-24-21)
4. Instructional Assistant (02-25-21)
5. Program Aide - ESS (02-25-21)
6. Programmer Analyst (02-25-21)
7. School Administrative Assistant - Elementary (02-25-21)
8. Groundskeeper I (02-26-21)
9. Office Specialist (02-26-21)
10. Program Aide - ESS (03-03-21)
11. Food and Nutrition Supervisor I (03-09-21)
12. Health Services Technician (03-10-21)
13. Instructional Assistant (03-12-21)
14. Bus Driver (03-15-21)
15. Food and Nutrition Delivery Driver (03-18-21)
16. Lead Groundskeeper (03-19-21)
17. Program Aide - ESS (03-24-21)

**5. ACTION ITEMS**

- a. New Job Classification – Behavioral Intervention Technician  
It was moved (Sison), seconded (Wyatt), and carried (3-0) to approve the New Job Classification for the Behavioral Intervention Technician.  
Roll Call Vote: Ayes – Wyatt and Little and Sison

**6. FUTURE MEETINGS**

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

- Monday, April 26, 2021
- Monday, May 24, 2021
- Monday June 28, 2021

**7. ADJOURNMENT**

The meeting adjourned at 5:14 p.m.