

**Poway Unified School District
PERSONNEL COMMISSION**

District Office – Remote via Zoom

**MINUTES
April 26, 2021**

1. PRELIMINARY FUNCTIONS

a. Call to Order

The regular meeting of the Personnel Commission was called to order at 4:51 p.m., Monday, April 26, 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 type="checkbox"/>	present	<input checked="" type="checkbox"/>	absent

c. Welcome to the Public

d. Approval of Agenda

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve today's agenda for the April 26, 2021 Personnel Commission regular meeting.

Vote: Ayes – Wyatt and Little, Absent – Sison

2. PUBLIC COMMENTS

There were no comments.

3. REPORTS

a. Commissioners

Commissioner Little was able to attend the Classification Review Introductory meeting for Supervisors and was pleased to see continued work on that item.

b. Director

Director Lyche reiterated that the Classification Review overview meeting for Supervisors included the consultant, Vance Jacobson. Mr. Jacobson has been meeting one on one with employees via Zoom to discuss the reviews. So far, the work is on track and Director Lyche anticipates presenting the results to the Personnel Commission in early June.

c. Staff

Hannah Komorny, Human Resources Analyst, gave an update about the hiring process for the current vacancy of Human Resources Assistant in the Personnel Commission department.

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d. District

Dr. Kelly Burke, Director of Human Resources, relayed appreciation to Hannah Komorny, Human Resources Analyst, for her assistance with current PSS vacancies, providing them with feedback on their skills assessment to ensure that they get a candidate pool that meets their needs.

The District's work has been focused on the reopening of schools. PUSD has allocated one substitute teacher for each site and that has been working well. PUSD has been holding interactive meetings for employees with underlying health conditions in order to try to find ways to accommodate them based on their current work restrictions.

e. Employee Association

Courtney Davis, President of PSEA, said that their work has been related to the reopening of the schools, supporting students, and working through the remaining concerns and accommodations that employees need. Staffing shortages have been exacerbated because of Covid and PSEA is working with the District to figure out how to improve retention.

4. CONSENT AGENDA

It was moved (Wyatt), seconded (Little), and carried (2-0) to approve the Consent Agenda for the April 26, 2021, Personnel Commission meeting.

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

a. Position Status Report

b. Operating Budget Report

c. Minutes of the March 29, 2021, previous Personnel Commission regular meeting.

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

1. Library Media Technician - Secondary (03-25-21)
2. Noon Duty (03-25-21)
3. Program Aide ASES (03-25-21)
4. Instructional Assistant I - Special Education (03-26-21)
5. Instructional Assistant II - Special Education (03-26-21)
6. Behavioral Intervention Instructional Assistant (03-31-21)
7. Program Aide ESS (04-05-21)
8. Administrative Assistant II (04-19-21)
9. Human Resources Assistant (04-19-21)

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5. INFORMATION AND ACTION ITEMS

- a. Salary Reallocation for Sign Language Interpreter Classification

It was moved (Watt), seconded (Little), and carried (2-0) to approve the Salary Reallocation for the Sign Language Interpreter Classification.

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

- b. First Reading of the Proposed 2021-2022 Personnel Commission Budget

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 5:13 p.m.