

**Poway Unified School District
PERSONNEL COMMISSION**

District Office – Remote via Zoom

**MINUTES
June 28, 2021**

1. CALL TO ORDER

a. Call to Order

Personnel Commissioner David Little convened the meeting of the Personnel Commission at 4:46 p.m., Monday, June 28, 2021, which was held remote via Zoom.

b. Members in Attendance

David Little, Chair	<input checked="" type="checkbox"/>	present	<input type="checkbox"/>	absent
Margaret Wyatt, Vice Chair	<input type="checkbox"/>	present	<input checked="" type="checkbox"/>	absent
Hans Sison	<input checked="" type="checkbox"/>	present	<input type="checkbox"/>	absent

c. Welcome to the Public

d. Approval of Agenda

On a motion by Commissioner Little, and a second by Commissioner Sison, the June 28, 2021 Personnel Commission meeting agenda was approved as presented.
Vote: Ayes – Wyatt and Sison, Absent – Wyatt

2. PUBLIC COMMENTS

One letter, sent jointly by two employees, regarding the classification review study, was read during public comment.

3. REPORTS

a. Commissioners

Commissioner Little said thank you to the Commission staff for completing the Classification Review Year 2 Report and indicated that it was his hope and anticipation that this would now be an annual event.

b. Director

There were no items to report.

c. Staff

There were no items to report.

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d. District

Dr. Kelly Burke, Director of Human Resources, wanted to echo Commissioner Little’s comments about conducting the Classification Review report as it is a very important part of PUSD’s work and what we do for our classified employees.

Dr. Burke also commented that there was a strong close to the school year and that the Personnel Commission has done a great job staffing not only the additional limited term positions due to Covid, but also the new summer school and ESY employment opportunities that are also available to PUSD staff as well.

Regarding the Personnel Support Services team, we have gone through quite a bit of transition, but we will have a full team within a month that will be working and learning together.

e. Employee Association

Nancy Brundrett, Vice President of PSEA, thanked the Personnel Commission staff, Director, and Commissioners, for completing Year 2 of the Classification Review Cycle and putting the recommendations forward for approval. Although the study’s recommendations reflecting internal and external alignment still need to be considered, we are pleased at the forward progress.

4. CONSENT AGENDA

On a motion by Commissioner Little, and a second by Commissioner Sison, the Consent Agenda was approved as presented.

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

- a. Position Status Report
- b. Operating Budget Report
- c. Minutes of the May 24, 2021, previous Personnel Commission regular meeting.
- d. Ratification of Eligibility Lists (PC 50.100.1(A))
- e. Revision to Classification Description – School Administrative Specialist II
- f. Revision to Classification Description – Student Services Specialist – Bilingual
- g. Revision to Classification Description – Grounds and Service Equipment Technician

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5. INFORMATION AND ACTION ITEMS

- a. Classification Review Cycle Year 2 Summary Report
Personnel Commission Director Jeremy Lyche presented the Classification Review Cycle Year 2 Summary Report and Recommendations.

It was moved (Little), seconded (Sison), and carried (2-0) to approve the Classification Review Cycle Year 2 Summary Report and Recommendations.

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

6. FUTURE MEETINGS

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

- Monday, July 26, 2021
- Monday, August 30, 2021
- Monday, September 27, 2021
- Monday, November 1, 2021
- Monday, December 6, 2021

7. ADJOURNMENT

The meeting adjourned at 5:42 p.m.