

**Poway Unified School District
PERSONNEL COMMISSION**

District Office - Remote via Zoom

**MINUTES
July 26, 2021**

1. CALL TO ORDER

a. Call to Order

Personnel Commissioner David Little convened the meeting of the Personnel Commission at 4:47 p.m., Monday, July 26, 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 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

On a motion by Commissioner Little, and a second by Commissioner Wyatt, the July 26, 2021 Personnel Commission meeting agenda was approved as presented.

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

2. PUBLIC COMMENTS

There were no comments.

3. REPORTS

a. Commissioners

No items to report.

b. Director

Director Jeremy Lyche thanked the Commissioners for their support and trust, as well as their involvement and focus on the big picture of how the department can benefit the district and its employees. Director Lyche also thanked the Personnel Commission staff who have been incredibly dedicated, creative, and committed to the work that we do. Director Lyche said that the District Office team, including PSS, have been very welcoming, and he is grateful for their open dialogue and respect for the work of the Personnel Commission. Director Lyche thanked Courtney Davis Martin, President of PSEA, and is very grateful for the collaborative partnership, especially during COVID, and being flexible to meet the challenges.

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Director Lyche stated that it has been a team effort and he is leaving with a lot of great friendships and memories. Director Lyche is proud that the department made a lot of progress, and is in a good place, so that the next director can continue to move the work forwards.

c. Staff

Hannah Komorny, Human Resources Analyst, presented on the Paraeducator Multiple Choice (PMD) test that is administered to candidates who apply for positions where they will be providing instructional support to students. Ms. Komorny shared the results of the second annual PMC validation test, based on data collected from the 2020-2021 academic year's candidate population. The mean of the scores proved to match the original test that had been given for several years and two questions will be rephrased to be more succinct.

d. District

James Jimenez, Associate Superintendent of Personnel Support Services, thanked the classified staff, as well as all the district staff, for their work getting ready for the full reopening of school, which will be August 18th. Associate Superintendent Jimenez also reported that PUSD has been engaged in negotiations with Poway School Employees Association (PSEA), which are "reopener negotiations" for the current three-year contract. Discussions include items within the health and welfare model for the upcoming benefits plan year. Negotiations have been ongoing and collaborative, and the District looks forward to resuming negotiations on August 2nd, after the July break. Mr. Jimenez thanked Director Lyche for his leadership and all that he has done in his role as the Director of the Personnel Commission. Mr. Jimenez enjoyed working with Director Lyche, and respects his leadership and the work that he has done with his team.

e. Employee Association

No report.

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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 Wyatt and Sison

a. Position Status Report

b. Operating Budget Report

c. Minutes of the June 28, 2021, previous Personnel Commission regular meeting.

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

5. INFORMATION AND ACTION ITEMS

a. New Classifications – Attendance Accounting Analyst; Budget and Reporting Analyst; Senior Accountant

It was moved (Wyatt), seconded (Sison), and carried (3-0) to approve the New Classifications – Attendance Accounting Analyst; Budget and Reporting Analyst; Senior Accountant.

Roll Call Vote: Ayes – Little and Wyatt and Sison

b. New Classification – Substitute Employment Specialist

It was moved (Wyatt), seconded (Sison), and carried (3-0) to approve the New Classifications – Substitute Employment Specialist.

Roll Call Vote: Ayes – Little and Wyatt and Sison

c. Revision to Classification Description – Personnel Commission Director

It was moved (Wyatt), seconded (Sison), and carried (3-0) to approve the Revision to Classification Description – Personnel Commission Director.

Roll Call Vote: Ayes – Little and Wyatt and Sison

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6. FUTURE MEETINGS

Next regular Personnel Commission Meeting (4:45 p.m.)

- Monday, August 30, 2021
- Monday, September 27, 2021
- Monday, November 1, 2021
- Monday, December 6, 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. Employment Action Related to Selection of Director, Personnel Commission

The meeting adjourned to closed session at 5:27 p.m.

The meeting returned to open session at 5:44 p.m.

During closed session, the Commissioners approved the provisional appointment of Angela Bishop as Interim Personnel Commission Director at Step 5 of Range 21, on the Management Salary Schedule.

8. ADJOURNMENT

The meeting adjourned at 5:45 p.m.