

**Poway Unified School District
PERSONNEL COMMISSION
MEETING
Held Remote via Zoom**

**MINUTES
August 30, 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, August 30, 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 type="checkbox"/>	present	<input checked="" 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 August 30, 2021 Personnel Commission meeting agenda was approved as presented.

Vote: Ayes – Wyatt and Little
Absent – Sison

2. PUBLIC COMMENTS

Debra Nunez, Attendance Accounting Assistant II at MVMS, stated that her position was one of the positions that went through the Year 2 reclassification process. Ms. Nunez asked that the Personnel Commission encourage the Board to add the reclassification to their agenda.

3. REPORTS

a. Commissioners

Commissioner Little thanked Angela Bishop for stepping into the role of Interim Personnel Commission Director. Commissioner Little indicated that the external salary review is still being negotiated by the responsible parties, and it is still very much at the top of his priorities. If the responsible parties cannot come up with a solution, then the Personnel Commission will have to explore alternate forms of external salary review.

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b. Director

Angela Bishop, Interim Personnel Commission Director, reported that the Personnel Commission Director recruitment process, as follows: the vacancy was posted on both GovernmentJobs and EdJoin; the PUSD Communications department has posted the position on the district's social media; and, it was listed on the California School Personnel Commissioners Association (CSPCA) and the San Diego chapter of the International Personnel Manager's Association (IPMA-SD) websites, as well as Indeed. The position posted on August 9, 2021 and closes on September 7, 2021. Interim Director Bishop also indicated that she hopes to have the stakeholders involved in the interviews, including a PSEA representative, a member of PSS' management, a PUSD administrator that interacts frequently with the Personnel Commission department, as well as a technical panel comprised of three sitting Personnel Commission Directors. Interim Director Bishop recognized Niki Wells and Melanie Rodriguez for their dedicated work recruiting over 200 new employees since July 1st, as well as recruiting for all classified transfers and promotions. Interim Director Bishop also wished to publicly recognize the dedication and hard work of the HR Technicians, who are processing the new hires and status changes for both classified and certificated employees.

Interim Director Bishop has been meeting with the HR Leadership team to review the workflow processes within each of the respective departments, and how the work flows between those departments, in order to seek ways to improve those processes.

Interim Director Bishop has established regular meetings with Courtney Martin, PSEA President, to collaborate on possible solutions for the concerns that PSEA members may have. Interim Director Bishop will also be participating with the PSEA Leadership Team to interview for their Professional Learning Coordinator.

c. Staff

There were no items to report.

d. Employee Association

Courtney Martin, President of PSEA, said that it was amazing to both: hear of over 200 new classified hires, and that the Personnel Commission and HR staff were able to recruit and process so many new employees. PUSD has lost hundreds of classified staff this past year, which makes PSEA very aware of their work mentoring, onboarding, and retaining staff members.

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Ms. Martin also said that the Commissioners may not know that Tania Rowe resigned as Professional Learning Coordinator. PSEA was sad to lose her, but is looking forward to finding a replacement who can help the new hires.

Ms. Martin then thanked the Personnel Commission staff for moving forward the Year 2 Classification Reviews. Ms. Martin indicated that PSEA's inboxes were flooded by employees who were disappointed that the items that the Personnel Commissioners voted to approve did not make it onto the School Board Agenda. PSEA was also disappointed that the classification reviews did not move forward because PSEA knows that the internal alignment recommendations for pay are comparable to the work that staff have already been doing. Ms. Martin said that this item is at forefront of what PSEA will be working on and they do plan to follow up with district management to keep the focus on moving that item forwards. PSEA feels that pay is one of the reasons why there is the current level of turnover, and that pay helps with retention, in addition to proper onboarding and regular training.

e. District

Associate Superintendent James Jimenez gave a big thank you to the entire staff, across the district, for a successful opening to our district's school year and he acknowledged the tremendous effort to ensure that the first day back for students was as fun and engaging as we had hoped.

Associate Superintendent Jimenez also thanked Angela Bishop for serving as PUSD's Interim Personnel Commission Director, saying that it has been a pleasure working with her and that we appreciate her leadership and guidance in ensuring that the staff and the functions of the department continue seamlessly. Mr. Jimenez also thanked the Personnel Commission and PSS staff, including the HR Technicians, for handling the recruitment and processing for both the 200 classified and the 170 certificated hires.

Associate Superintendent Jimenez stated that the District has been engaged in negotiations with PSEA on the Health and Welfare benefits model and the upcoming changes for the open enrollment period.

Associate Superintendent Jimenez reiterated the District's and the Board's support for the recommendations and the work that was done with the consultant Vance Jacobson, and with all the participants throughout the process, including the input and feedback that informed the final recommendations. PUSD is working with PSEA to move the recommendations forward to bring them to a Board meeting. Associate Superintendent Jimenez indicated that while there are some aspects of the classification review that are subject to negotiations because the review was so substantial and complex, the District

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does value the work that everyone has done. Associate Superintendent Jimenez reassured everyone that it is the district's intent to move forward through this process as quickly as possible, and that PUSD will be reaching out to PSEA to request further discussions about the recommendations of the classification review.

4. CONSENT AGENDA

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

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

- a. Position Status Report
- b. Operating Budget Report
- c. Minutes of the July 26, 2021, previous Personnel Commission regular meeting.
- d. Ratification of Eligibility Lists (PC 50.100.1(A))

5. INFORMATION AND ACTION ITEMS

a. 2020-2021 Personnel Commission Report

Hannah Komorny, Human Resources Analyst, presented the 2020-2021 Personnel Commission Report. Highlights included:

- Successfully completed Year Two of the Classification Review Cycle.
- Established an entirely new, robust testing process; created over 140 new exams and conducted over 80 Subject Matter Expert (SME) reviews.
- Hired 109 Limited-Term General Education Instructional Assistants as part of PUSD's effort to reopen schools.
- Refined processes for high volume recruitments by utilizing application-based testing, electronic onboarding, and virtual hiring fairs.
- Enhanced marketing efforts by creating and delivering "now hiring" banners for all school sites.

It was moved (Little), seconded (Wyatt), and carried (2-0) to accept the 2020-2021 Personnel Commission Report.

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

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b. Individual Classification Review: Instructional Assistant I - Special Education

It was moved (Little), seconded (Wyatt), and carried (2-0) to accept the report on the Individual Classification Review: Instructional Assistant I – Special Education

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

6. FUTURE MEETINGS

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

- 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. Personnel Commission Director’s Performance**
The meeting adjourned to closed session at 5:34 p.m.

The meeting returned to open session at 6:00 p.m.
During closed session, there were no reportable items.

8. ADJOURNMENT

The meeting adjourned at 6:01 p.m.