

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

**MEETING MINUTES
November 1, 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, November 1, 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 Wyatt, and a second by Commissioner Sison, the November 1, 2021 Personnel Commission meeting agenda was approved as presented.

Vote: Ayes – Wyatt and Little and Sison

2. PUBLIC COMMENTS

There were no comments.

3. REPORTS

a. Commissioners

There were no items to report.

b. Director

Interim Director Angela Bishop reported that the Personnel Commission staff is doing amazing work every day to improve our department workflow processes. She reported the marketing plan, which was coordinated by Christine Paik, Chief Communications Officer, has resulted in a large increase in the number of applications. Melanie Rodriguez, HR Specialist, recently held a virtual hiring fair for Instructional Assistant-SPED and is currently processing ten new hires. Additionally, Interim Director Bishop shared that PUSD has several high-level positions open for which the Personnel Commission staff is currently recruiting.

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c. Staff

Melanie Rodriguez, HR Specialist, reported on the email sent by the Communications department to all parents and staff, and the news interviews, which drove a strong increase in applications for all positions. Ms. Rodriguez shared that for Special Education, a great deal of the hiring is usually transfers between sites, which does not serve to reduce the overall number of vacancies. However, of the 12 hires from the last hiring fair, 10 of the hires are new to the District, which will reduce the number of IA-SPED vacancies.

d. District

Dr. Kelly Burke, Director of Human Resources, indicated that she appreciates the work of the Communications department and the Personnel Commission staff in their continued efforts to enhance recruitment strategies, particularly for high-need positions. On behalf of Personnel Support Services (PSS), they appreciate all the Personnel Commission staff's efforts, especially given the unique circumstances that we find ourselves. Dr. Burke reported that the Board approved the Cycle 2 Classification Review recommendations at their October 14, 2021 meeting, and District staff have implemented the approved salary reallocations for the November 1, 2021 effective date.

e. Employee Association

Courtney Martin, President of Poway School Employees Association (PSEA), noted that the pandemic has exacerbated the number of staff openings. PSEA is appreciative of the work done with HR, including productive conversations with Dr. Kelly Burke, to address the staffing shortage. Ms. Martin shared that PSEA is also very appreciative of the recruiting work that the Personnel Commission has been doing. PSEA is working diligently to do what they can, with what they have, to support our existing employees during the staffing shortages. PSEA is certainly still in labor negotiations with the District, including wage discussions. Ms. Martin clarified that, regarding the position in Action Item 6b of the Agenda, there have not yet been any specific discussions regarding this position; however, PSEA will work on that going forward. Lastly, in looking forward to the Year 3 Classification process, Ms. Martin stated that PSEA hopes to have a formal process flow in place so that there are not any informational or procedural gaps.

4. CONSENT AGENDA

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

Roll Call Vote: Ayes – Wyatt and Little and Sison

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- a. Position Status Report
- b. Operating Budget Report
- c. Minutes of Previous Personnel Commission Meetings
 - 1. Regular Meeting of September 27, 2021
 - 2. Special Meeting of October 11, 2021
 - 3. Special Meeting of October 13, 2021
 - 4. Special Meeting of October 20, 2021
- d. Ratification of Eligibility Lists (PC 50.100.1(A))

5. INFORMATION ITEM

a. Joint Appointee to the Personnel Commission

There is currently an open position for a Personnel Commissioner to replace Commissioner Sison, who will be relocating. Interim Director Bishop reported that the position was advertised, which resulted in four applications. Once it has been confirmed that the applicants reside within District boundaries, the candidates' applications will be forwarded to the Personnel Commissioners for consideration.

6. ACTION ITEM

- a. Revision to Classification Description and Reallocation – Emergency Planning and Preparedness Specialist

Commissioners, upon the advice of Interim Director Bishop, voted to amend the position title to Emergency Planning, Preparedness, and Prevention Coordinator, and to approve the reallocation from salary range 36 to range 40.

It was moved (Little), seconded (Wyatt), and carried (3-0) to accept the Revision to the Classification Description and Reallocation – Planning, Preparedness, and Prevention Coordinator

Roll Call Vote: Ayes – Little and Wyatt and Sison

- b. New Classification – Special Education Parent Engagement Facilitator
Commissioner Little indicated that this item would be removed from the November 1, 2021 agenda due to the need for additional facts about this new classification prior to a discussion by the Commissioners.

7. FUTURE MEETINGS

The next regular Personnel Commission Meetings at 4:45 p.m.

- Monday, December 6, 2021

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8. ADJOURNMENT

The meeting adjourned at 5:07 p.m.