

**Poway Unified School District
PERSONNEL COMMISSION**

Held Remote via Zoom

**MEETING MINUTES
January 24, 2022**

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, January 24, 2022, which was held remote via Zoom.

b. Roll Call/Establishment of a Quorum

David Little, Chair	<input type="checkbox"/>	present	<input type="checkbox"/>	absent
Margaret Wyatt, Vice Chair	<input type="checkbox"/>	present	<input type="checkbox"/>	absent
Vacant	<input 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 January 24, 2022, Personnel Commission meeting agenda was approved as presented.

Vote: Ayes – Wyatt and Little

2. PUBLIC COMMENTS

There were no comments.

3. REPORTS

a. Commissioners

There were no items to report.

b. Director

Personnel Commission Director Rebecca Lee stated that in the last few weeks staff have been working at half capacity due to illnesses and leaves. Director Lee acknowledged the staff members who have stepped in to support each other, including additional recruitments to prevent the slowdown of selection times. Director Lee also addressed the downward trend in applications received for various positions at PUSD. Neogov, our recruiting software system that is used by over 6,000 public agencies including San Diego County, the Cal State system, and San Diego Unified, published a Public Sector HR Trend Report. Among the findings was a significant upward trend in vacancies for due to planned and early retirements. The report also highlighted a 51% decrease in applications for positions that pay \$40,000 or less per year, impacting positions at the \$19.00/hour or less rate. Dr. Lee acknowledged the difficulties being faced by the public sector across the nation, as well as by PUSD's Personnel Commission. The

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Personnel Commission staff are looking at those trends and considering how to enhance recruitment and selection efforts, such as remote testing and online interview processes, retention efforts for the professional development of employees who are looking to promote, and skills enhancement and employee engagement.

c. Staff

There were no items to report.

d. District

Associate Superintendent James Jimenez reported that the Board of Education, at their Dec 16, 2021 meeting approved an unprecedented 4% salary increase for all employee groups, whom PUSD greatly values for their dedication and contributions which positively impact the students and staff at PUSD. In addition, at the Dec 16th meeting the Board approved a tentative agreement with PSEA which not only included the 4% wage increase, but also reallocated several classifications to higher ranges on the salary schedule to account for the recent minimum wage increase in the state of California. This agreement also approved a redesign of the health and welfare benefits model for plan year 2022-2023 to an 80:20 cost-sharing for Employee + 1 and Family coverage, and still provides Employee-Only coverage at 100% by the District. PUSD is excited by the redesign of our health and welfare benefits model that is in the best interests of our employees as well as the District. This agreement also committed to fund the Personnel Commission's Annual Classification Review Cycles in the remaining cycle years 3 through 6, up to a maximum of \$1.3 million ongoing for both Unit 1 and Unit 2 of PSEA. Associate Superintendent Jimenez noted that, like all school districts and businesses, PUSD continues to feel the impact of staff shortages, with high absences due to the current surge of the Omicron variant, but we are grateful for all the employees who have rallied to support each other during these challenging times to ensure that in-person learning has continued for students in PUSD. Lastly, Associate Superintendent Jimenez reported that the District recently purchased KN95 masks for all employees, which were distributed to the sites and departments. The state of California recently provided N95 masks to all County Offices of Education for students and staff, and these additional high quality face coverings for our employees and staff will be distributed to PUSD's school sites.

e. Employee Association

Courtney Martin, President of Poway School Employees Association (PSEA) shared Director Lee's concerns about staffing shortages. Courtney Martin introduced PSEA's Professional Learning Coordinator, Julianne Phillips, to discuss the efforts to create opportunities for recruitment, retention, and promotion. Julianne Phillips reported that the Professional Growth Day last September went very well. The next Professional

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Growth Day, on January 31st, has a very good slate of courses that have been coordinated with Poway Adult School Teachers, as well as others who have agreed to share their knowledge and expertise. There will be 38 classes, half via zoom and half in-person at the Twin Peaks Center. Many of the classes are full, with wait lists. Five classes are related to Special Education for the Classified staff and will be via Zoom. There will also be 18 classes that are asynchronous learning, where staff can log in at any time and view videos on several special education topics. The Superintendent will give an address to all employees during the first half-hour of Professional Growth Day. Also, PSEA is working with our Professional Learning Advisory Board, and now has nine CLCs ready, which have proven to be very popular. Lastly, PSEA does have employees who have submitted requests for reimbursement for outside learning at community colleges and Poway Adult School, to enhance their professional growth.

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

- a. Position Status Report**
- b. Operating Budget Report**
- c. Minutes of the January 18, 2022, Personnel Commission special meeting.**
- d. Ratification of Eligibility Lists (PC 50.100.1(A))**

5. INFORMATION AND ACTION ITEMS

a. Minimum Wage Increase

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the Minimum Wage Increase.

Roll Call Vote: Ayes – Little and Wyatt

b. Classification Revision – Executive Assistant to the Superintendent I

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the Classification Revision for Executive Assistant to the Superintendent I.

Roll Call Vote: Ayes – Little and Wyatt

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c. “Intended Appointee” to the Personnel Commission

Public Speaker James Jimenez, Associate Superintendent of Personnel Support Services, spoke to indicate that, on behalf of the District and the Board of Education, they do not support a recommendation of Charles Sellers as the Intended Appointee to the Personnel Commission.

David Little (PSEA appointed commissioner) and Margaret Wyatt (Board appointed commissioner) announced the name of their “Intended Appointee” David Aguirre.

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the “Intended Appointee” David Aguirre to the Personnel Commission.

Roll Call Vote: Ayes – Little and Wyatt

d. Public Hearing Date

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve a Public Hearing Date of February 28, 2022.

Roll Call Vote: Ayes – Little and Wyatt

6. FUTURE MEETINGS

The next *special* Personnel Commission Meeting will be February 10, 2022, at 4:45 p.m.

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

- Monday, February 28, 2022
- Monday, March 28, 2022
- Monday, April 25, 2022

7. ADJOURNMENT

The meeting adjourned at 5:16 p.m.