

**Poway Unified School District
PERSONNEL COMMISSION**

Held Remote via Zoom

**MEETING MINUTES
February 28, 2022**

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, February 28, 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 February 28, 2022, Personnel Commission meeting agenda was approved as presented.

Vote: Ayes – Wyatt and Little

2. PUBLIC COMMENTS

Public Comments were all regarding Action Items 5b, 5c and 5d, and were taken prior to that portion of the meeting.

3. REPORTS

a. Commissioners

There were no items to report.

b. Director

- Personnel Commission Director Dr. Rebecca Lee reported that Niki Wells, one of the Personnel Commission's two Human Resource Specialists, resigned after six years with the district to accept a position with UCSD's Recruitment Department. The department staff have been working very hard to handle her active recruitments, as well as their own enormous workloads. Dr. Lee acknowledged the staff's efforts to ensure continuity in all the recruitments.

**Poway Unified School District
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February 28, 2022**

- Dr. Lee also reported that she met with a Director at San Diego Workforce Partnership to discuss vacancies and career opportunities with PUSD. San Diego Workforce Partnership provides services and custom programs to job seekers, including facilitating connections between job seekers and employers. They are currently advertising PUSD's open positions but did caution that it is very difficult to fill positions that pay less than the "self-sufficiency wage for a single adult", which is currently \$18.43 per hour in San Diego County.
- Dr. Lee stated that in response to the need to fill vacancies for the Extended School Year program, and the summer vacancies, the staff have been working with PUSD's Communications Office to develop recruitment and marketing efforts to attract more candidates to these positions. Dr. Lee acknowledged the support that the Personnel Commission received from Christine Paik and Brittanie Arnett in the Communications Department in working with the Personnel Commission to develop strategies for these recruitments.
- Dr. Lee gave an update on the Classified Employee of the Year program. PUSD's CEOY Selection Committee met the week of February 14th to select a district-wide winner to submit to the San Diego County of Education. SDCOE will review all county districts' nominees and select one county winner to submit to the state-wide competition. The PUSD Superintendent, Board members, and Cabinet members will be doing surprise site visits on March 24th to present the awards to the 1st, 2nd, and 3rd place winners for both Classified Employee of the Year and Teacher of the Year.
- Dr. Lee and Human Resource Analyst Hannah Filley will attend the CSPCA annual conference March 6th – 8th and are expecting the workshops to be very informative.

c. Staff

There were no items to report.

d. District

Mark Atkins, Director of Human Resources, reminded the Personnel Commissioners that the mask mandate will be ending March 11, 2022.

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February 28, 2022**

e. Employee Association

Courtney Martin, President of Poway School Employees Association, (PSEA), recognized the Personnel Commission staff for their continued efforts in recruiting and filling positions, especially during this nationwide staffing shortage. President Martin also thanked Dr. Lee for her research with the comparable salaries.

President Martin indicated that there were several employees waiting to participate in this meeting's Public Comments for the agenda action items relating to the Custodial Area Supervisor and Custodial Operations Supervisor positions. Though these positions are not in PSEA's unit, they are part of a larger custodial reorganization that includes layoffs of site supervisors at the middle and high schools, and will directly impact the level of site support and working conditions of PSEA's unit members. PSEA noted that though these two positions are supervisory in nature, they will have a direct impact on the work of PSEA's unit members, as well as promotional pathways and morale, which in turn directly relates to retention of employees. Just a few years ago PSEA did collaboratively complete a custodial reorganization with PUSD in which the lead custodial positions at the middle and high school level were eliminated.

President Martin stated that adding back these positions, without careful and collaborative discussions, does not seem to be in the best interests of the district, nor will it improve retention of the custodial staff who have dedicated themselves to the district. President Martin also stated that a reorganization of these positions for the betterment of both staff and students could have been done collaboratively, and unit members would have welcomed being part of the process. President Martin stated that the way that management proceeded with this reorganization has left many questions, and caused frustration and an overall feeling of being disregarded and unappreciated. PSEA understands that the Personnel Commissioners will be considering these supervisory positions tonight and wanted the Commissioners to be aware of the position that the unit members are in, their feelings of lack of collaboration, and the terrible timing of the custodial reorganization given the staffing shortage.

In addition, President Martin wanted to let the Commissioners know that PSEA will insist that PUSD utilize the Advisory Committee for classification review of all new positions. The classification review process was agreed to by PUSD management, PSEA, and the Personnel Commission in 2015, and helps to avoid any discrepancies or lack of collaboration.

**Poway Unified School District
PERSONNEL COMMISSION**

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**MEETING MINUTES
February 28, 2022**

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. Ratification of Eligibility Lists (PC 50.100.1(A))**
- c. Operating Budget Report**
- d. Minutes of the January 24, 2022, Personnel Commission regular meeting.**

5. INFORMATION AND ACTION ITEMS

a. Classification Revision – Finance Manager

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the Revision to the Classification of Finance Manager.

Roll Call Vote: Ayes – Little and Wyatt

b. New Classification – Custodial Area Supervisor

Public Comments

- Nathan Lane spoke about the custodians' lack of voice in the custodial reorganization, and coverage at the sites with the proposed changes.
- Stacey Martinez spoke about the staffing shortage under the current custodial model due to low wages, leading to work injuries and worker stress.
- Pete Cypher spoke about the omission of staff being contacted for input in the implementation plan for the proposed custodial reorganization.
- Armin Salinas spoke about the lack of a workload study prior to the proposed custodial reorganization.
- Jeff Walker spoke about the timing during a staffing shortage, salary ranges, and the lack of communication with workers about the proposed custodial reorganization.

Personnel Commissioners Little and Wyatt agreed that they did not have enough information to vote on the classifications in Action items b, c, and d, and therefore tabled any motions for these three items. Commissioner Little encouraged the district to have these changes go through the normal process and to include employees in that process. The Commissioners also encouraged the involvement of all participants.

**Poway Unified School District
PERSONNEL COMMISSION**

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**MEETING MINUTES
February 28, 2022**

- c. Classification Revision – Custodial Operations Supervisor**
- d. Classification Revision – Assistant Director, Facilities, Maintenance, and Operations**

- e. Open Hearing and Appointment of Commissioners’ Appointee to the Personnel Commission candidate, David Aguirre**

- 1. Opened hearing at 5:34 to discuss the appointment
- 2. Closed hearing at 5:35 – no discussions to report.

A motion for action was made regarding the recommendation of David Aguirre as the Commissioners’ Appointee to the Personnel Commission effective February 28, 2022.

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve the appointment of candidate David Aguirre as a new Personnel Commissioner at Poway Unified School District.

Roll Call Vote: Ayes – Little and Wyatt

- f. Oath of Office**

- 1. Oath of Office was read by Personnel Commissioner Little and repeated by David Aguirre.

6. FUTURE MEETINGS

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

- Monday, March 28, 2022
- Monday, April 25, 2022
- Monday, May 23, 2022

**Poway Unified School District
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**MEETING MINUTES
February 28, 2022**

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. Dismissal of employee pursuant to Personnel Commission Rules and Regulations 60.500.1[(E)(3)] and 60.500.1[(E)(20)]

b. Personnel Commission Director's Performance Evaluation

- The meeting adjourned to closed session at 5:42 p.m.
- The meeting returned to open session at 5:53 p.m.
- During closed session, there were no reportable items.

8. ADJOURNMENT

The meeting adjourned at 5:54 p.m.