

**Poway Unified School District
PERSONNEL COMMISSION**

Held Remote via Zoom

**MEETING MINUTES
March 28, 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, March 28, 2022, which was held remote via Zoom.

b. Roll Call/Establishment of a Quorum

| | | | | |
|----------------------------|-------------------------------------|---------|--------------------------|--------|
| 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 |
| David Aguirre | <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 March 28, 2022, Personnel Commission meeting agenda was approved as presented.

Vote: Ayes – Wyatt and Little and Aguirre

2. PUBLIC COMMENTS

There were no comments.

3. REPORTS

a. Commissioners

Commissioner Little thanked Associate Superintendent James Jimenez and his team for coordinating the 2022 Classified Employee of the Year and Teacher of the Year surprise site visits. Commissioner Little announced the Classified Employees of the Year: Andrea Schmidt, Bus Driver; Alisa Mendenhall, Accounting Assistant IV; and Julie Charles and Debra Sabatini, both Health Technicians. Commissioner Little also announced that the Personnel Commission will be losing Human Resource Analyst, Hannah Filley, who accepted a position with San Dieguito School District. She has been a great asset to our team, and we are sorry to see her go, but wish her well in the future.

b. Director

Personnel Commission Director Dr. Rebecca Lee acknowledged Personnel Commission staff member Michelle Doehr, who handled the behind-the-scenes communications and technical work for the Classified Employee of the Year program, including tracking the submissions, and preparing and tabulating the Selection Committee materials. Dr. Lee also thanked Kim Salvati for her work coordinating the Classified Employee of the Year and Teacher of the Year surprise site visits.

**Poway Unified School District
PERSONNEL COMMISSION**

Held Remote via Zoom

**MEETING MINUTES
March 28, 2022**

Dr. Lee also recognized Human Resources Analyst Hannah Filley, who has accepted a position with San Dieguito School District. Filley been instrumental in designing and developing new examination materials for our departments and adapting new testing platforms to facilitate and expedite our testing processes. Dr. Lee wanted to recognize that this is a significant loss for our district regarding the subject matter expertise that Hannah brought to the position. Most importantly, her presence and humor will be greatly missed in the Personnel Commission, and we wish her all success as she moves forward in her new career venture.

c. Staff

Hannah Filley, Human Resources Analyst, thanked the Commissioners for supporting the department over the years, particularly during the changes required with Covid, including upholding the Personnel Commission rules and being supportive of the District and all the Classified employees.

d. District

Associate Superintendent James Jimenez thanked everyone involved with the recognition of our Classified Employees of the Year and surprising them on March 24th. Jimenez thanked Personnel Commissioner David Little, as well as several of the Board members, in joining us to surprise all the winners of the Teacher of the Year and Classified Employee of the Year. Associate Superintendent Jimenez also thanked Michelle Doehr and Kim Salvati for their work on the CEOY program, as well as the Selection Committee members for their work in reviewing the submittals. Jimenez said that the event came together very nicely, and every employee who was recognized that day was very appreciative.

Associate Superintendent Jimenez also shared that PUSD is now beginning the push for summer hiring, which includes signs and banners with the slogan "Be Someone's Sunshine and Join PUSD's Team". These marketing efforts were a collaboration between the Personnel Commission staff, Personnel Support Services, and PUSD's Communications department. Banners have been placed at the sites to encourage people to apply for the high number of positions that we will be hiring for the summer programs for students. Associate Superintendent Jimenez also stated that Middle College school, in collaboration with Palomar Community College, will be opening in August with approximately eighty students in the first cohort. Kathleen Porter, the Executive Director, and her team, are identifying staffing needs for teachers and classified employees. We are very excited about this new program, which is a unique opportunity for a group of students in our district to take courses at the community college, with community college instructors, and have the involvement of PUSD teachers who will be part of the instructional program. This is an exciting program and PUSD will be recruiting for classified positions that will be a part of this program.

**Poway Unified School District
PERSONNEL COMMISSION**

Held Remote via Zoom

**MEETING MINUTES
March 28, 2022**

e. Employee Association

Courtney Martin, President of Poway School Employees Association, (PSEA), reiterated that the surprise site visits for the Classified Employee of the Year celebrations were amazing. Martin was pleased there was a tie, with four classified employees to honor this year, which is indicative of the difficult year that we have had. Martin was particularly pleased that two finalists were Health Technicians, in addition to our Accounting Assistant and our Bus Driver, all of whom represented the hard work that classified staff have done over the last couple of years. Martin said that having two Health Technician winners is letting everyone know that, in this pandemic, our Health Technicians have borne a lot of the burden, as well as our other Classified staff. Martin also stated her appreciation to the Personnel Commission's Administrative Assistant for refining the process for selecting the Classified Employee of the Year, which was quite seamless. Martin was pleased to sit on the Selection Committee to help choose, blindly, which of the Classified Employees of the Year would go forward to the county level. Martin is also very sad to lose Hannah Filley and certainly wishes her well. Hannah has been an absolute asset to the department, including assisting with recruitments, and Martin will be sure to spread the word that everyone should go easy on the remaining Personnel Commission staff as we continue to turn over so many of our classified positions. Martin knows that it has been extremely burdensome to the recruiters, and certainly with all the hiring, training, and getting new staff on board, Martin will do everything that she can to spread the word for everyone to have patience and kindness when it comes to the hiring process. Lastly, Martin expressed her appreciation to the Personnel Commission for reconvening the Advisory Committee for Classification Review, which is instrumental in maintaining a collaborative process to review job description changes for new and existing positions. Martin is thankful to Dr. Lee for bringing this committee back together and looks forward to having "collaboration" back in the Advisory Committee.

4. CONSENT AGENDA

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

Roll Call Vote: Ayes – Wyatt and Aguirre and Little

a. Position Status Report

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

c. Operating Budget Report

d. Minutes of the February 28, 2022, Personnel Commission regular meeting.

**Poway Unified School District
PERSONNEL COMMISSION**

Held Remote via Zoom

**MEETING MINUTES
March 28, 2022**

5. INFORMATION AND ACTION ITEMS

a. Resolution 2022-03-PC Authorizing Remote Teleconference Meetings

It was moved (Little), seconded (Aguirre), and carried (3-0) to approve Resolution 2022-03-PC Authorizing Remote Teleconference Meetings.

Roll Call Vote: Ayes –Wyatt and Aguirre and Little

b. AB 2045: Classified Positions Hiring Flexibility Act

Summary of AB 2045 – information only

Personnel Commission Director Dr. Rebecca Lee provided information about AB 2045, which is currently in a state assembly committee process, with a hearing scheduled for March 30, 2022. AB 2045 proposes an optional alternate method of hiring classified employees in K-12 and Community Colleges local education agencies that utilize the Merit System. If voted for by a majority of the PUSD Personnel Commission, on January 1, 2023, the Personnel Commission department would be allowed to use a banded system, with a minimum of five candidates moving into the eligibility ranks, rather than the current three-rank system.

c. Classification Revision – Director of Transportation

It was moved (Little), seconded (Wyatt), and carried (3-0) to approve the Revision to the Classification of Director of Transportation.

Roll Call Vote: Ayes –Wyatt and Aguirre and Little

d. Classification Revision – Director of Food and Nutrition

It was moved (Little), seconded (Wyatt), and carried (3-0) to approve the Revision to the Classification of Director of Food and Nutrition.

Roll Call Vote: Ayes – Wyatt and Aguirre and Little

e. Classification Revision – Custodial Operations Supervisor

It was moved (Little), seconded (Wyatt), and carried (2-1) to approve the Revision to the Classification of Custodial Operations Supervisor.

Roll Call Vote: Ayes – Wyatt and Aguirre

Nays – Little

Ruben Arras, Interim Executive Director of Facilities, Maintenance and Operations, and the current Assistant Director of Facilities, provided background information and history relating to the Classification Revision to the Custodial Operations Supervisor.

**Poway Unified School District
PERSONNEL COMMISSION**

Held Remote via Zoom

**MEETING MINUTES
March 28, 2022**

Associate Superintendent James Jimenez clarified that due to the growth in the number of Facilities employees since the custodial layoffs of the last recession - including the Custodial Operations Supervisor position - and due to an increase of two new school sites, it makes sense that this Custodial Operations Supervisor, in an organizational reporting fashion, would report now to the Assistant Director instead of reporting to the Director.

6. FUTURE MEETINGS

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

- Monday, April 25, 2022
- Monday, May 23, 2022
- Monday, June 27, 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. Personnel Commission Director's Performance

- The meeting adjourned to closed session at 6:18 p.m.
- The meeting returned to open session at 6:24 p.m.
- During closed session, there were no reportable items.

8. ADJOURNMENT

The meeting adjourned at 6:25 p.m.