

**Poway Unified School District
PERSONNEL COMMISSION**

Held Remote via Zoom

**MEETING MINUTES
May 23, 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, May 23, 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 May 23, 2022, Personnel Commission meeting agenda was approved as presented.

Vote: Ayes – Wyatt and Aguirre and Little

2. PUBLIC COMMENTS

An employee spoke about the increased number of both high school sports and student participants, while there has been no increase in the number of athletic trainers, nor in the level of funding.

An employee reported that it is difficult to keep commercial “Class B with air brakes” licensed drivers in the district due to the shortage of commercial drivers along with the current PUSD wage levels and the 10-month schedule.

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3. REPORTS

a. Commissioners

There were no items to report.

b. Director

Dr. Rebecca Lee, Personnel Commission Director, reported that three consulting groups submitted responses to the RFP (nine consultants were invited), for the classification review study to begin year 3 of the 6-year classification review cycle. Director Lee, along with the Associate Superintendents of Personnel Services and Business Support Services, and the President of PSEA, met with the three companies, via Zoom, to gather information about how the companies would do the work. Proposals were evaluated based on cost and pricing, work plan, background experience and expertise, as well as the completeness of their overall RFP. The recommendations were to award the RFP to Educational Management Solutions (EMS). Director Lee followed up with five former EMS clients to check references. The references had exceptionally positive responses about working with EMS, including their final work products, the revision of position descriptions, classification study methodology, and responsiveness to their clients. Also, in a separate RFP, the District, in agreement with PSEA, selected EMS to conduct a compensation study which includes conducting an external market analysis for the classified job descriptions in order to review salary, benefits, and total compensation data. Director Lee also noted that since June 30, 2021, the Personnel Commission has processed over 1,232 classified vacancies to date. Dr. Lee wanted to bring attention to her staff's significant contributions to fill the recruitments and complete candidate processing for all sites and departments as quickly as possible. The department is currently missing two critical positions, leaving the staff at 60% capacity; interviews for the two positions will be scheduled shortly.

c. Staff

There were no items to report.

d. District

Charan Kirpalani, Human Resources Director, indicated that there were no items to report.

e. Employee Association

Courtney Martin, President of Poway School Employees Association, (PSEA), said that they were grateful that PSEA was included in the consultant evaluation process for the internal review study RFP. PUSD management declined to include PSEA and Dr. Lee in the RFP process for the external review study, which includes selecting the comparable

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school districts, and determining the salary benchmark, to be used in the study. Though the RFP process is a couple of months behind, PSEA was able to come to a conceptual agreement with PUSD management to retroactively fund any internal studies' salary recommendations. The external salary studies have two negotiation sessions remaining before the contract expires, and PSEA had been hopeful that they were on track for the completion of the external salary studies as they are the basis for the wage negotiations. Though the external salary studies will be significantly delayed, through the negotiations process PSEA was able to get the studies closer to being on track so that PSEA can obtain the study data. Regarding the Personnel Commission staff turnover, PSEA wholeheartedly understands the volume of work that the Personnel Commission staff does. The 1,232 classified vacancies filled in the past 11 months is more than half of the unit; PUSD is down hundreds of classified employees. As of May 2022, PUSD has 2,276 contracted classified employees, which is down 400-500 from before the pandemic, with wages being a big reason for this decrease. PSEA is working with management and is hopeful that they will be able to make significant progress at the next two negotiation sessions. As PUSD and the District receive the salary study results for comparable external job classifications, the data will be a help to the classified ranks, along with the COLA funds that will be supplied to California school districts from the state.

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 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 April 25, 2022, Personnel Commission regular meeting.**

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5. INFORMATION AND ACTION ITEMS

a. Resolution 2022-05-PC Authorizing Remote Teleconference Meetings

It was moved (Little), seconded (Wyatt), and carried (3-0) to approve Resolution 2022-05-PC Authorizing Remote Teleconference Meetings.

Roll Call Vote: Ayes –Wyatt and Aguirre and Little

b. Proposed 2021-2022 Personnel Commission Budget

It was moved (Little), seconded (Wyatt), and carried (3-0) to approve the Proposed 2022-2023 Personnel Commission Budget.

Roll Call Vote: Ayes – Wyatt and Aguirre and Little

c. Classification Revision – Extended Student Services (ESS) Supervisor

It was moved (Little), seconded (Wyatt), and carried (3-0) to approve the Revision to the Classification of Extended Student Services (ESS) Supervisor.

Roll Call Vote: Ayes – Wyatt and Aguirre and Little

Classification Revision – Assistant Director, Purchasing

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

Roll Call Vote: Ayes – Wyatt and Aguirre and Little

d. Classification Revision – Director, Facilities, Maintenance, and Operations

It was moved (Little), seconded (Aguirre), and carried (3-0) to approve the Revision to the Classification of Director, Facilities, Maintenance, and Operations.

Roll Call Vote: Ayes – Wyatt and Aguirre and Little

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6. FUTURE MEETINGS

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

- Monday, June 27, 2022
- Monday, July 25, 2022
- Monday, August 29, 2022

7. ADJOURNMENT

The meeting adjourned at 5:19 p.m.