

**Poway Unified School District
PERSONNEL COMMISSION**

Held Remote via Zoom

**MEETING MINUTES
June 27, 2022**

1. CALL TO ORDER

a. Call to Order

Personnel Commissioner Margaret Wyatt convened the meeting of the Personnel Commission at 4:45 p.m., Monday, June 27, 2022, which was held remote via Zoom.

b. Roll Call/Establishment of a Quorum

David Little, Chair	<input type="checkbox"/>	present	<input checked="" 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 June 27, 2022, Personnel Commission meeting agenda was approved as presented.

Vote: Ayes – Aguirre and Wyatt

Absent – Little

2. PUBLIC COMMENTS

There were no comments.

3. REPORTS

a. Commissioners

There were no items to report.

b. Director

Dr. Rebecca Lee, Personnel Commission Director, reported that there is currently an extra-large volume of hiring, recruitment, and testing, including for Extended School Year summer school, as well as the need to fill positions opened due to retirements and resignations, as well as the vacancies to be filled before the start of the new school year. Director Lee praised her staff for their strong efforts with the increasing level of vacancies. At any given time, there are 35-40 open recruitments, which all include testing that must happen in those processes.

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The Personnel Commission hired Melanie Rodriguez into the vacant Human Resources Analyst position, which will result in reopening the Human Resources Specialist position. Director Lee reported that the department's new Human Resources Assistant will be starting in that vacant position in the very near future. Director Lee then highlighted a graph, which was part of the Consent Agenda, that illustrated the number of contracted and limited term positions filled over the past 12 months. Director Lee reported that there were two new programs: 1) Universal TK, which created a significant number of new positions, and 2) changes in federal and state mandates for school meals, which tripled the number of vacancies and needs for the Food and Nutrition department. Director Lee also conveyed the significance of PSEA and the District agreeing to an external market compensation analysis, as well as the continuation of the classification review cycles, which will both assess where PUSD is competitively. Director Lee reported that she recently provided the external consultant with the data to design the focus groups, which will begin at the end of August.

c. Staff

There were no items to report.

d. District

Mark Atkins, Human Resources Director, thanked the Personnel Commission for their work with recruitment and hiring and said that it is greatly appreciated.

e. Employee Association

Courtney Martin, President of Poway School Employees Association, (PSEA), acknowledged and appreciates the work of the Personnel Commission and will continue to advocate for their work. President Martin reported that PUSD's turnover rate is over 54% for the past 12 months. However, that number is conservative because it does not include positions that have turned over more than once in the past year.

PSEA Vice President Nancy Brundrett gave an update on summer Extended School Year (ESY), which is for students with IEPs. In twenty years, Brundrett has never seen so few Instructional Assistants choose to work ESY, for reasons that include pay and burnout. Vice President Brundrett believes that this is 100% related to the pay, and that the District does not seem to acknowledge or respect the classified staff. For ESY there are 500-600 elementary students housed at D39, with 3 different start times staggered through the day. Mt. Carmel High School has a full campus of the middle and high school ESY students.

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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 – Aguirre and Wyatt
Nays – None

- a. Position Status Report**
- b. Ratification of Eligibility Lists (PC 50.100.1(A))**
- c. Operating Budget Report**
- d. Minutes of the May 23, 2022, Personnel Commission regular meeting.**

5. INFORMATION AND ACTION ITEMS

a. Resolution 2022-06-PC Authorizing Remote Teleconference Meetings

It was moved (Wyatt), seconded (Aguirre), and carried (2-0) to approve Resolution 2022-06-PC Authorizing Remote Teleconference Meetings.

Roll Call Vote: Ayes –Wyatt and Aguirre
Absent - Little

b. Individual Position Classification Review – Literacy Media Resource Technician

It was moved (Wyatt), seconded (Aguirre), and carried (2-0) to accept the report on the Individual Classification Review: Literacy Media Resource Technician.

Roll Call Vote: Ayes –Wyatt and Aguirre
Absent - Little

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6. FUTURE MEETINGS

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

- Monday, July 25, 2022
- Monday, August 29, 2022
- Monday, September 26, 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 Evaluation

- The meeting adjourned to closed session at 5:39 p.m.
- The meeting returned to open session at 5:56 p.m.
- During closed session, there were no reportable items.

8. ADJOURNMENT

The meeting adjourned at 5:57 p.m.