

**Poway Unified School District  
PERSONNEL COMMISSION**

**Held Remote via Zoom**

**MEETING MINUTES  
July 25, 2022**

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**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, July 25, 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 type="checkbox"/>	present	<input checked="" 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 July 25, 2022 Personnel Commission meeting agenda was approved as presented.

Vote: Ayes – Wyatt and Little

Absent – Aguirre

**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, welcomed the newest member of the Personnel Commission staff, Jacqueline Pfeiffer, who is the Human Resources Assistant. Dr. Lee gave a special acknowledgement to Melanie Rodriguez, Human Resources Analyst, who on June 28 orchestrated a hiring fair for the 34 vacancies for Instructional Assistant General Education. These positions were designed to fill the new Transitional Kindergarten program. There were 18 schools with open positions for the start of the school year. Rodriguez coordinated a Hiring Fair for the 18 schools so that the sites were able to select candidates and have them in place for the start of the upcoming school year. All but 5 of the positions were hired from the Hiring Fair.

Director Lee acknowledged the remarkable work that Rodriguez does on a day-to-day basis to get vacancies filled. Rodriguez will also be conducting several additional

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Hiring Fairs to fill vacancies for Instructional Assistant Special Education 1 and 2, Student Services Assistants, Office Assistants, Noon Duties, Campus Security, Instructional Assistant General Education, and Program Aides.

Director Lee also stated that the District and PSEA reached a tentative agreement for a 5% wage increase for classified staff, pending union ratification and Board approval. Once the increase goes into effect, it will be retroactive to July 1, 2022. The District and PSEA also agreed to add a step 6 to all PSEA Units 1 and 2 salary schedules, which will become effective January 1, 2023.

Director Lee also reported that she has been assisting the external consultant with benchmark information as part of the external market compensation analysis. The District agreed to expedite cycles 4 through 6, and also to perform them at the same time that the consultant is working on the cycle 3 year. Director Lee commended the District and PSEA for coming to an agreement to expedite the remaining cycle years for this classification review cycle. Director Lee stated that the external consultants will be traveling to the District to conduct focus group interviews with the employees and supervisors in the various classifications. These have been tentatively scheduled to begin the week of August 29<sup>th</sup>. It is expected to take 2-3 weeks to gather data from the interviews with the various classifications. Director Lee also expects that the consultant will be making a presentation at the Personnel Commission's August 29<sup>th</sup> meeting to discuss the process and expectations.

**c. Staff**

There were no items to report.

**d. District**

Charan Kirpalani, Human Resources Director, thanked the Personnel Commission, as well as the District Managers and Supervisors for their work this season with hiring. The District is looking forward to the August 17<sup>th</sup> start date of the school year. Director Kirpalani reiterated that the District is happy to announce a tentative agreement between the District and PSEA for the 5% wage increase effective July 1, 2022, as well as the addition of a step 6 to the PSEA salary schedules, effective January 1, 2023. Director Kirpalani also introduced the new Human Resources Director, Ricardo Ceceña, who is the former principal at Valley Elementary School.

**e. Employee Association**

There were no items to report.

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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 – 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 June 27, 2022, Personnel Commission regular meeting.**

**5. INFORMATION AND ACTION ITEMS**

**a. Resolution 2022-07-PC Authorizing Remote Teleconference Meetings**

It was moved (Little), seconded (Wyatt), and carried (2-0) to approve Resolution 2022-07-PC Authorizing Remote Teleconference Meetings.

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

**b. Classification Revision – Custodial Supervisor I and II**

It was moved (Little), seconded (Wyatt), and carried (2-0) to accept the Classification Revision for Custodial Supervisor I and II.

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

**6. FUTURE MEETINGS**

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

- Monday, August 29, 2022
- Monday, September 26, 2022
- Monday, October 24, 2022

**7. ADJOURNMENT**

The meeting adjourned at 5:08 p.m.