

**Poway Unified School District
PERSONNEL COMMISSION**

Held Remote via Zoom

**MEETING MINUTES
August 29, 2022**

1. CALL TO ORDER

a. Call to Order

Personnel Commissioner Margaret Wyatt convened the meeting of the Personnel Commission at 4:55 p.m., Monday, August 29, 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 Wyatt, and a second by Commissioner Aguirre, the August 29, 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

Director Rebecca Lee welcomed two new Personnel Commission staff: Jacqueline Pfeiffer, Human Resources Assistant and Ryan Graggs, Human Resources Specialist. Director Lee reported to the Personnel Commissioners that the Commission staff have been preparing and coordinating with Educational Management Systems (EMS), the external consultant working with PUSD on the classification review cycles. Director Lee reiterated that not only is Year 3 of the review in progress, but the process of studying Years 3-6 will be happening concurrently. Director Lee stated that there is a large amount of behind-the-scenes coordination for this process, including the outreach to, and recruiting of,

**Poway Unified School District
PERSONNEL COMMISSION**

Held Remote via Zoom

**MEETING MINUTES
August 29, 2022**

classified employees to secure their participation in the focus groups. The first portion of the process was last week when the Personnel Commission staff, working with EMS, hosted six supervisor orientations so that the directors and department heads could provide EMS with feedback about their staff classifications, including how the classifications function within their departments, as well as any issues that EMS needs to be aware of, including retention, changes in job functions, and recruitment challenges.

Director Lee emphasized that this week will be one of the most critical phases of the study process, when EMS conducts the focus group portion of the job study. For this component of the process, a group of employees from each of the studied classifications was invited to participate in a focus group. EMS' team of analysts will conduct interviews with these individuals to gain insight into how the jobs function and then compare employees' feedback to the current job classification descriptions. Director Lee said that while EMS will present a detailed overview later in this meeting about the job analysis project, she wanted the Commissioners to be aware that this week would be when the department hosts the approximately 40 employee focus groups. Director Lee expressed her appreciation for her team, especially Melanie Rodriguez, for her assistance in helping to coordinate the complex focus group scheduling process.

c. Staff

Director Rebecca Lee reported that HR Analyst Melanie Rodriguez, in addition to co-hosting the Advisory Committee on Classification Review (ACCR), simultaneously conducted a Special Education Hiring Fair for the sites.

d. District

Associate Superintendent James Jimenez welcomed employees back for the new 2022-2023 school year and gave a special thank you to the classified employees across the district who enabled a successful opening on Wednesday, August 17th. Associate Superintendent Jimenez also gave a special thank you to the Personnel Commission's Dr. Lee and her staff for working diligently to prepare the focus groups for the classification review while continuing to recruit and fill open positions. Jimenez reported that the administration is excited to bring forward a 5% raise for all employees, which is currently being considered for ratification by PUSD classified employees. Associate Superintendent Jimenez stated that the

**Poway Unified School District
PERSONNEL COMMISSION**

Held Remote via Zoom

**MEETING MINUTES
August 29, 2022**

increase will be submitted for final approval on the September 8th Board Agenda. Associate Superintendent Jimenez also thanked Dr. Lee, the consultant EMS, and the staff of the Personnel Commission for all of their work to prepare for the classification review process, including the focus groups that will begin this week. It has been a tremendous undertaking and the District is excited about the steps that EMS will present later in this meeting regarding the classification reviews. The District is also excited that EMS will assist us with completing the remaining cycles 3-6 this school year and is glad to be able to complete this full review and bring the recommendations to our employees. Associate Superintendent Jimenez welcomed Ryan Graggs as the new HR Specialist, and Jacqueline Pfeiffer, the new HR Assistant; they are a great addition to team.

e. Employee Association

PSEA President Courtney Martin welcomed all employees back for the 2022-2023 school year and is grateful to be a part of the classification review process. PSEA President Martin stated that she is glad that we are moving forward and indicated that the amount of work and coordination to move the classification review ahead quickly is amazing. President Martin thanked the Personnel Commission staff for their work and extended a warm welcome to the two new members of the staff. President Martin announced that PSEA was able to complete the tentative agreements for the contract that expired on June 30th. President Martin indicated that this is the last day that PSEA is conducting ratification voting. If this vote is approved by the members, then the 5% increase will go forward, as well as the new step 6. In addition, PSEA has secured additional funding to support the findings of the classification reviews and is hopeful that it will also receive a majority vote by the members.

**Poway Unified School District
PERSONNEL COMMISSION**

Held Remote via Zoom

**MEETING MINUTES
August 29, 2022**

4. CONSENT AGENDA

On a motion by Commissioner Aguirre, and a second by Commissioner Wyatt, the Consent Agenda was approved as presented. 2-0 approved

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

- a. Position Status Report**
- b. Ratification of Eligibility Lists (PC 50.100.1(A))**
- c. Operating Budget Report**
- d. Minutes of the July 25, 2022, Personnel Commission regular meeting.**

5. INFORMATION AND ACTION ITEMS

a. Resolution 2022-08-PC Authorizing Remote Teleconference Meetings

It was moved (Wyatt), seconded (Aguirre), and carried (2-0) to approve Resolution 2022-08-PC Authorizing Remote Teleconference Meetings.

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

b. Education Management Solutions (EMS) presentation on Classification Review

Fred Corn and Dr. TR Lin from Education Management Solutions, EMS, a nationally recognized leader for classification and compensation studies for school districts, presented the details of the Classification and Compensation study that they and their staff will be conducting for PUSD.

c. Classification Revision – Budget Analyst

It was moved (Aguirre), seconded (Wyatt), and carried (2-0) to accept the Classification Revision for Budget Analyst.

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

**Poway Unified School District
PERSONNEL COMMISSION**

Held Remote via Zoom

**MEETING MINUTES
August 29, 2022**

6. FUTURE MEETINGS

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

- Tuesday, September 27, 2022
- Monday, October 24, 2022
- Monday, November 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. Personnel Commission Director's Performance

- The meeting adjourned to closed session at 5:57 p.m.
- The meeting returned to open session at 6:03 p.m.
- During closed session, there were no reportable items.

8. ADJOURNMENT

The meeting adjourned at 6:04 p.m.