

**Poway Unified School District
PERSONNEL COMMISSION**

Held Remote via Zoom

**MEETING MINUTES
September 27, 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., Tuesday, September 27, 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 type="checkbox"/>	present	<input checked="" 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 Aguirre, the September 27, 2022, Personnel Commission meeting agenda was approved as presented.

Vote: Ayes – Little and Aguirre
Absent – Wyatt

2. PUBLIC COMMENTS

There were no comments.

3. REPORTS

a. Commissioners

Commission Chair David Little commented that on the 2021-2022 Annual Report he noticed a 40% increase in the number of positions filled. Little stated that this is amazing given the reduced level of department staff during most of the year. Little also observed that there was a 45% increase in the number of unique recruitments, which though impressive, he hopes that we will soon be able to increase the department's staff level in order to ease the difficulty of processing the larger volume of recruitments.

b. Director

Director Rebecca Lee reported that this is officially the last week in the department for Melanie Rodriguez, Human Resources Analyst, as she is going to work for PSEA. Rodriguez will assist the Personnel Commission for a few hours per week through October 2022 before transitioning to PSEA. Rodriguez has been a big contributor to the ongoing process of streamlining and increasing the efficiency of the department.

**Poway Unified School District
PERSONNEL COMMISSION**

Held Remote via Zoom

**MEETING MINUTES
September 27, 2022**

c. Staff

Melanie Rodriguez, Human Resources Analyst, thanked everyone for a wonderful experience and said she does plan to continue to be a resource for the department staff.

d. District

Dr. Kelly Burke, Human Resources Director, reiterated Personnel Support Services' appreciation for Melanie Rodriguez's hard work over the years. Melanie has been an integral player for Special Education in filling the Instructional Assistant positions, and has been very creative in recruiting, with a can-do attitude that will be missed. The classification review consultant EMS is now moving forward with analyzing data for the updates to the job descriptions, which PSS will be partnering on.

e. Employee Association

PSEA President Courtney Martin reported that PSEA will begin contract negotiations within the next couple of months. Martin stated that data from both the external salary and internal classification studies will be essential to the collaborative work in the upcoming year, and PSEA is excited that we are making forward progress.

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 – Aguirre and Little
 Absent – Wyatt

a. Position Status Report

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

c. Operating Budget Report

d. Minutes of the August 29, 2022, Personnel Commission regular meeting.

**Poway Unified School District
PERSONNEL COMMISSION**

Held Remote via Zoom

**MEETING MINUTES
September 27, 2022**

5. INFORMATION AND ACTION ITEMS

a. Resolution 2022 09 -PC Authorizing Remote Teleconference Meetings

It was moved (Little), seconded (Aguirre), and carried (2-0) to approve Resolution 2022-09-PC Authorizing Remote Teleconference Meetings.

Roll Call Vote: Ayes - Aguirre and Little

Absent - Wyatt

b. Personnel Commission Annual Report 2021-2022

- Director Rebecca Lee reported that the Personnel Commission is charged with preparing an Annual Report in accordance with Education Code Section 45266 and Personnel Commission rule 20.600, that provides our employees, staff, district leadership, and the public, with information about the activities performed by the Personnel Commission on behalf of PUSD.
- Dr. Lee stated that PUSD increased from 39 schools to 41 schools, meaning that there are two additional sites to recruit and test for.
- During 2021-2022 several department members resigned, and for almost a third of the year just four individuals dealt with the staggering numbers in that time frame. It is critical to point out that because of how well this staff streamlined processes by utilizing technology, we were able to stay afloat through the recruitment increases.
- From 2020-2021 to 2021-2022, PUSD had a 32% increase in the number of applications, which was an additional workload to the staff who screen the applications and move them through the testing process.
- Unique recruitments increased by 45% to 151. Unique recruitments are for the positions that need special testing developed, or a unique method of testing to fill the vacancy or establish the eligibility list. This was the case for the Director positions. These recruitments require a great deal of time of working with the hiring authorities to ensure that there is a job analysis, and that testing is representative of the position description and the needs of the department or site.
- Total placements for this recent fiscal year were 1,701, which was a combination of contracted positions, as well as the limited term positions. Both types of positions require a volume of paperwork that must be processed by the department and PSS.
- For contracted positions, we had a 40% increase, from 771 to 1,075 filled positions. This contributed to the increased volume of recruitments and testing, moving people through testing and interviews, and paperwork to hire individuals.
- There was a 42% increase in the number of transfers, including for the universal transitional kindergarten program and the increased services in Food and Nutrition, that provided opportunities for benefitted positions and resulted in a significant number of transfers. Transfers are also indicative of employees who may not be happy in their current setting or site, or who want to try new opportunities.

**Poway Unified School District
PERSONNEL COMMISSION**

Held Remote via Zoom

**MEETING MINUTES
September 27, 2022**

Whenever there is a transfer, we must open another vacancy. Therefore, if an Instructional Assistant transfers from one site to another, there will still be a vacancy that must be filled.

- There was a 44% increase in promotions. While this is a positive for our employees, promotional opportunities also create new vacancies that must be filled.
- The number of resignations was 527 last fiscal year, which is a 52% increase from the previous year. In comparison to when we went on leave for COVID in 2019-2020, in 2021-2022 there was an 86% increase in classified employees resigning from PUSD. While the number of resignations is often related to workload, pay, or culture at a site or department, it nevertheless results in a staggering volume of recruitment, testing, and selection to fill the resignations. This number has not yet stabilized; for almost every vacancy filled, especially for entry level classifications, there is another vacancy, making it a never-ending cycle
- For retirements, since the beginning of the COVID year, we have had a more than 100% increase in retirements, resulting in a loss of institutional knowledge and experience walking out the door.
- Regarding classification reviews, we did start with only the classification review cycle year-3, but the district agreed to having cycle years 3 through 6 performed simultaneously. The Personnel Commission has helped to facilitate the coordination of that process with EMS. The goal is that 150-152 classifications will have been reviewed by the completion of the analysis process, meaning that the remaining classifications for years 3-6 will have been reviewed by the end of the 2022-2023 fiscal year.
- Additionally, this department has revised 17 one-off classifications, which are job description revisions related to either management, supervisors, or non-represented confidential position descriptions.
- In summary, the department has been busy with an astronomical workload. Dr. Lee extended her appreciation to the department's staff for their dedication to continuing to recruit and onboard new employees to support our students, teachers, and staff members across the district. Dr. Lee also expressed her appreciation for the collaborative efforts of the District and PSEA in getting positions filled.

It was moved (Little), seconded (Aguirre), and carried (2-0) to approve the Personnel Commission's 2021-2022 Annual Report.

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

**Poway Unified School District
PERSONNEL COMMISSION**

Held Remote via Zoom

**MEETING MINUTES
September 27, 2022**

6. FUTURE MEETINGS

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

- Monday, October 24, 2022
- Monday, November 28, 2022
- Monday, January 30, 2023

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. Employee Discipline Appeal

b. Personnel Commission Director's Performance

- The meeting adjourned to closed session at 5:17 p.m.
- The meeting returned to open session at 5:27 p.m.
- During closed session, there were no reportable items.

8. ADJOURNMENT

The meeting adjourned at 5:28 p.m.