

**Poway Unified School District
PERSONNEL COMMISSION**

Held Remote via Zoom

**MEETING MINUTES
October 24, 2022**

1. CALL TO ORDER

a. Call to Order

Personnel Commissioner David Little convened the meeting of the Personnel Commission at 4:49 p.m., Monday, October 24, 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 Aguirre, the October 24, 2022, Personnel Commission meeting agenda was approved as presented.

Vote: Ayes – Wyatt and Little and Aguirre

2. PUBLIC COMMENTS

There were no comments.

3. REPORTS

a. Commissioners

Commissioner Little commented on the Annual Report that Director Lee gave at the previous month's Board meeting. Commissioner Little noted that the Annual Report illustrates the incredible amount of work that the department has done in the last year. Commissioner Little believes that this is thanks to Dr. Lee and her staff, notwithstanding the fact that the department did not have a full staff for most of the year. Commissioner Little thanked Director Lee and her staff for their work last year and hopes that the department will soon be fully staffed so that recruitment will be moderately easier in the next year.

b. Director

Director Lee introduced Max Herrera, the new HR Analyst, to the Personnel Commission. Director Lee thanked PUSD for supporting her request for additional staff to address the significant increase in recruitment and testing needs. Director Lee indicated that this week we are hosting representatives from EMS, Education

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Management Solutions, who are conducting the supervisor validation process at the district office through Wednesday October 26th. This portion of the classification study will allow supervisors to provide input on the revisions and recommendations from EMS. There will be six supervisor validation group meetings during the next three days. This morning EMS also gave a presentation for the Advisory Committee on classification review. This evening EMS will be giving a presentation to the Personnel Commission detailing where we are in the classification review process.

c. Staff

There were no items to report.

d. District

Associate Superintendent James Jimenez reported that on the evening of October 25th the district will host a Community K-12 school funding forum at the district office. It will be led by Associate Superintendent of Business Support Services, Mr. Ron Little. This forum is to educate the community and PUSD employees about some of the complexities of school financing. Mr. Little will also address questions about community funding districts, Mello-Roos taxes, and how school funding is allocated.

Associate Superintendent Jimenez thanked the Personnel Commission, Dr. Lee, and the Personnel Commission staff for the work that they have been doing to fill district recruitments. Jimenez stated that there have been a high number of positions to fill over the past year and he greatly appreciates the staff's work. The district is happy to fund these additional positions which will have an impact on recruitments.

Jimenez welcomed Mr. Herrera and is very happy to have him join our team.

e. Employee Association

Courtney Martin, President of PSEA, also expressed her gratitude to the Personnel Commission for the presentation that Director Lee gave to the Board. The amount of work that the Personnel Commission staff has completed for the recruitments over the last year is overwhelming and congratulations are in order, especially with their small staff. President Martin then stated that PSEA wanted to bring before the Commissioners a formal request for a climate survey, which was discussed at the Board meeting, in terms of exit surveys, to answer why staff are leaving as quickly as Personnel Commission staff can recruit them. PSEA has thought about what could be done now, while the employees are here, to address issues concerning retention for the employees who have not yet left the district. President Martin stated that PSEA would also like to formally request that the

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Personnel Commissioners address vacancies that are being filled with new hires who are starting one or more steps above step one. PUSD HR Directors have the ability, when a candidate possesses greater knowledge, skills, or education level, to hire at one or two above step one. However, PSEA has seen that new employees are starting at higher step levels than current employees with similar knowledge, skills, and education, who have been here for several years. PSEA requests that the Personnel Commission review their rules, and address how the District could afford step increases for PUSD incumbents when there is an issue or concern with a vacancy that is long standing.

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 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 September 27, 2022, Personnel Commission regular meeting.**

5. INFORMATION AND ACTION ITEMS

a. Resolution 2022-10-PC Authorizing Remote Teleconference Meetings

It was moved (Little), seconded (Aguirre), and carried (3-0) to approve Resolution 2022-010-PC Authorizing Remote Teleconference Meetings.

Roll Call Vote: Ayes - Wyatt and Aguirre and Little

b. Nomination of Mr. David Little for reappointment as the Poway School Employee Association Appointee to the Personnel Commission

This item is informational; PSEA has renominated David Little to the role of Personnel Commissioner. The nomination will now go to the PUSD Board. While the Board does not have discretion in this matter, it is a formal process that is done by the Board, with the request having been submitted by PSEA.

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c. Classification Revision - Director of Payroll

It was moved (Little), seconded (Wyatt), and carried (3-0) to accept the Classification Revision for Director of Payroll.

Roll Call Vote: Ayes – Aguirre and Wyatt and Little

d. Education Management Solutions (EMS) presentation on Classification Review Progress

Dr. TR Lin from Education Management Solutions, EMS, a nationally recognized leader for classification and compensation studies for school districts, presented a progress report on the Classification and Compensation study that the EMS staff is currently conducting for PUSD.

6. FUTURE MEETINGS

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

- Thursday, December 1, 2022
- Monday, January 30, 2023
- Monday, February 27, 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. Personnel Commission Director's Performance

- The meeting adjourned to closed session at 5:46 p.m.
- The meeting returned to open session at 5:59 p.m.
- During closed session, there were no reportable items.

8. ADJOURNMENT

The meeting adjourned at 5:59 p.m.