

**Poway Unified School District
PERSONNEL COMMISSION**

Held Remote via Zoom

**MEETING MINUTES
January 30, 2023**

1. CALL TO ORDER

a. Call to Order

Personnel Commissioner David Little convened the meeting of the Personnel Commission at 4:46 p.m., Monday, January 30, 2023, 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 Wyatt, the January 30, 2023, 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

Commissioner Little stated that the Personnel Commission staff and Dr. Lee are doing an incredible job, he is very impressed, and thanked them for the work they do.

b. Director

Personnel Commission Director Rebecca Lee reported that PUSD is currently undergoing the Classified Employee of the Year (CEOY) process, which the Personnel Commission oversees. The surprise visits to the sites for winners of both the Classified Employees and Teachers of the Year will happen within a few weeks. Director Lee reported that she recently attended the 2023 CSPCA conference and attended several workshops. Director Lee wanted to make the commissioners aware that there is new legislation that will impact Personnel Commission meetings. California AB361 allows teleconference meetings if there is a proclaimed state of emergency. However, Governor Newsom announced that after February 28, 2023, AB2449 will impact whether a public entity can justify meeting virtually and has guidelines to consider when scheduling a public meeting, including that there must be a quorum of members participating in person from a single physical location. The Personnel Commission can

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operate under AB361 until February 28, 2023, but after that date the Personnel Commission meetings will have to be conducted at the District Office, beginning with the March 27, 2023, meeting.

c. Staff

There were no items to report.

d. District

Associate Superintendent James Jimenez thanked everyone who was involved with today's Professional Growth Day; there was a lot of work and effort to prepare for this event. Jimenez stated that the feedback he had from staff has been tremendous. The Professional Learning Advisory Board (PLAB), in collaboration with PSEA, had a hand in planning for the variety of courses that were available, as well as our Professional Learning Coordinator. Associate Superintendent Jimenez reported that PSEA and PUSD have been engaging in Interest Based Bargaining (IBB) training with a professional consultant since November 2022. Jimenez stated that it has been a positive experience for both teams to learn the principles and processes of IBB. Interest based problem-solving has been very helpful to identify common interests and to work collaboratively using data to solve problems. Associate Superintendent Jimenez summarized that it has been a successful experience and the District is hopeful that we can continue this partnership with PSEA and the IBB process.

e. Employee Association

Courtney Martin, President of PSEA, was pleased to announce that PSEA was able to reach an agreement with PUSD, for the 2023-2024 year, for an increase of at least 5%, given the state's budget. That agreement did go out the PSEA membership today and we will have ratification on that while PSEA continues to negotiate for the successor contract which expires June 30, 2023, when we begin the subsequent year. Also, January 1, 2023, marked the addition of step 6 to the classified salary schedule. PSEA President Martin highlighted an item related to the Classification Study that the Personnel Commissioners might look into, namely that there have been a number of employees who submitted reclassification requests over the past couple of years and were told that results would be forthcoming, yet they are still waiting. Rule 30.400.2 states that the effective date of reclassification is not retroactive, so waiting for the Commission to publish the recommendations has been quite a lot to ask of certain groups. Lastly, Martin indicated that while PSEA is pleased that we are making some strides, we have a long way to go, though it has been positive to have incremental increases for our employees as they deal with the increased costs of living.

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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 –Little and Aguirre
Absent – Wyatt

- a. Position Status Report**
- b. Ratification of Eligibility Lists (PC 50.100.1(A))**
- c. Operating Budget Report**
- d. Minutes of the December 1, 2022, Personnel Commission regular meeting.**

5. INFORMATION AND ACTION ITEMS

a. Resolution 2023-01-PC Authorizing Remote Teleconference Meetings

It was moved (Little), seconded (Aguirre), and carried (2-0) to approve Resolution 2023-01-PC Authorizing Remote Teleconference Meetings.

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

b. New Classification – Position Control Analyst (Confidential)

It was moved (Little), seconded (Aguirre), and carried (2-0) to approve the New Classification of Position Control Analyst (Confidential).

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

c. Information pertaining to Classification Review Cycle Year 3

There was one Public commenter who said that there was a feeling that two position classifications are doing exact or similar duties yet are paid on very different pay scales. As a collective group they feel that, in the interests of fairness and equity, the School Secretary classification should be immediately reclassified to Administrative Specialist I and that retroactive pay should be to 2019 when the Cycle Year 3 Reclassification was originally scheduled to be finalized.

Personnel Commission Director Lee provided a comprehensive update related to Classification Review Cycle for Year 3. The Employee focus groups, and the Supervisor validation group meetings have been completed and we are now in step 3 of the job analysis process. Step 3 will be a comprehensive review of the draft job descriptions by all employees in the Cycle 3 job classifications. The position description drafts that EMS

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has created with input from the employee focus groups and the supervisor groups will be mailed this evening to incumbents in classification review cycle year 3, which comprises all the Administrative series classifications, along with instructions on how to provide any feedback that employees feel is not captured in the position descriptions. The Personnel Commission will collect this information and submit the drafts to EMS for a final review of the comments and revisions to the position descriptions. After the Personnel Commission forwards the employee input to EMS for final review, EMS will produce the final position description, along with any recommended salary alignment changes, title changes, etc. That information will then be brought to the Personnel Commission for consideration related to the requests for internal alignment. After Year 3 is completed, we will continue this process for the remaining Classification Review Cycle Years 4-6.

6. FUTURE MEETINGS

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

- Monday, February 27, 2023
- Monday, March 27, 2023
- Monday, April 24, 2023

7. CLOSED SESSION - *postponed*

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

8. ADJOURNMENT

The meeting adjourned at 5:25p.m.