



La Mesa-Spring Valley Schools
Personnel Commission

Regular Meeting

Thursday, November 15, 2018, 12:30 p.m.

Education Service Center

Board Room

4750 Date Avenue, La Mesa, CA 91942

La Mesa-Spring Valley Schools, Personnel Commission Regular Meeting

Thursday, November 15, 2018 12:30 p.m.

When there is a need for the Chairman to pass the gavel to a Commission Member, this action shall be automatic without need for a formal motion.

OPENING PROCEDURE

1. The meeting of December 4, 2018 was called to order at 12:30 p.m. by Chairperson Patricia Ridenour.

2. Commissioner Roll Call/Establishment of a Quorum

Patricia Ridenour, Chair	X	present	<input type="checkbox"/>	absent
Arashmidos Monjazebe	X	present	<input type="checkbox"/>	absent
Steve Babbitt	X	present	<input type="checkbox"/>	absent

3. Pledge of Allegiance

The Pledge of Allegiance was led by Ridenour

ACTION SESSION

4. Approve the Agenda of the November 15, 2018 Regular Meeting **ACTION**
Motion by Babbitt second by Monjazebe. Motion passed unanimously

5. Approve Minutes of October 18, 2018 Regular Meeting **ACTION**
Motion by Monjazebe second by Babbitt. Motion passed unanimously

6. Approve 2017-18 Personnel Commission Annual Report **ACTION**
Motion by Babbitt second by Monjazebe. Motion passed unanimously

7. Swearing in of the Joint Appointed Commissioner **ACTION**
Motion by Babbitt second by Ridenour. Motion passed unanimously

8. Election of Officers **ACTION**
Election and Approval of Dr. Monjazebe to be Chairperson of the Personnel Commission for the 2019 term.
Motion by Ridenour second by Babbitt. Motion passed unanimously

9. Election of Officers **ACTION**
Election and Approval of Steve Babbitt to be Vice-Chairperson of the Personnel Commission for the 2019 term.
Motion by Ridenour second by Babbitt. Motion passed unanimously

10. Approve communication from Personnel Commission to District Administration. **ACTION**
Motion by Monjazebe second by Babbitt. Motion passed unanimously

11. Approval of the new classification and job description Campus Attendant, with a recommended salary range 3 of \$12.00/hour (Step A) – \$15.35/hour (Step F) on the Classified Salary Schedule. **ACTION**
Motion by Babbitt second by Monjazebe. Motion passed unanimously

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**12. Approval of the new classification and job description Extended School ACTION
Services Recreation Attendant, with a recommended salary range 3
of \$12.00/hour (Step A) - \$15.35/hour (Step F) on the Classified Salary
Schedule.**

Motion by Babbitt second by Monjazez. Motion passed unanimously.

13. Approve the Following Examination Announcements ACTION

- Administrative Assistant I
- Skilled Maintenance Worker II

Motion by Monjazez second by Babbitt. Motion passed unanimously

14. Approve the Following Eligibility Lists ACTION

- Extended School Services Program Aide
- Extended School Services Assistant Site Lead
- Paraprofessional-Special Education

Motion by Babbitt second by Monjazez. Motion passed unanimously

15. Revise the Regular Personnel Commission Meeting Schedule ACTION

December 20, 2018	2:00 p.m.
January 17, 2019	2:00 p.m.
February 21, 2019	2:00 p.m.
March 21, 2019	2:00 p.m.
April 11, 2019	5:00 p.m.
May 16, 2019	2:00 p.m.
June 20, 2019	2:00 p.m.

Motion by Monjazez second by Babbitt. Motion passed unanimously

INFORMATION SESSION

16. Recruitment and Selection Update INFORMATION

Tina Cano, Human Resources Specialist, advised there are several recruitments she is working on that require a great deal of time, such as Administrative Assistant I and Skilled Maintenance Worker II. In addition, the new Campus Attendant classifications have added to the workload as well.

17. Items from the Floor INFORMATION

None

18. Information Items

- District Update – Assistant Superintendent, Human Resources, Tina Sardina welcomed and thanked those in attendance. Sardina, also, expressed her gratitude to Tina Cano for her hard work expediting the Paraprofessional-Special Education eligibility list and keeping up with site demands. Sardina spoke about the success of the recent health fair organized. She mentioned that bargaining season has begun. In addition, Sardina advised that La Mesa-Spring Valley Schools is facing a dire budget situation because of declining enrollment and a reduction in state funding. She is hopeful that the recent marketing campaigns led by Dr. Margaret Jacobsen, Executive Director, Innovations, will help increase enrollment and attendance.

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- CSEA Update – Chapter 419 President, Ahmad Swinton
No Update
- Personnel Update –Director, Classified Personnel, C. Xavier Thomas
No Update
- Personnel Commissioner Update – Personnel Commissioners
Commissioner Babbit advised the Board of Education election has not yet concluded, but he will be happy to remain on the Personnel Commission if he is not elected.

19. The Personnel Commission will Adjourn to Closed Session Pursuant to Government Code 54957(b)

- Employment of the Director, Classified Personnel.

20. Reconvene to Open Session

- No action to report.

21. Other Business

Next Meeting Date – December 20, 2018 – 2:00 p.m.

22. Adjournment

Motion by Babbitt, second by Monjazebe. Motion passed unanimously. Meeting adjourned at 1:35 p.m.

ACTION