

**La Mesa-Spring Valley Schools, Regular Meeting**  
**Thursday, December 14, 2017, 4:30 p.m.**  
**Board Room, 4750 Date Avenue, La Mesa, CA 91942**

*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.*

**1. Call to Order** **INFORMATION**

**2. Commissioner Roll Call** **INFORMATION**

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

**3. Pledge of Allegiance**

**4. Swearing in of the Board Appointed Commissioner** **ACTION**

**5. Election of Officers** **ACTION**  
Election and Approval of \_\_\_\_\_ to be Chairperson of the Personnel Commission for the 2018 term.

*Moved:*

*Seconded:*

<u>Monjazebe</u>	<u>Babbitt</u>	<u>Ridenour</u>
Aye:	Aye:	Aye:
No:	No:	No:
Abstention:	Abstention:	Abstention:

**6. Election of Officers** **ACTION**  
Election and Approval of \_\_\_\_\_ to be Vice-Chairperson of the Personnel Commission for the 2018 term.

*Moved:*

*Seconded:*

<u>Monjazebe</u>	<u>Babbitt</u>	<u>Ridenour</u>
Aye:	Aye:	Aye:
No:	No:	No:
Abstention:	Abstention:	Abstention:

**7. Introductions** **INFORMATION**

**8. Approve the Agenda of the December 14, 2017, Regular Meeting** **ACTION**

*Moved:*

*Seconded:*

<u>Monjazebe</u>	<u>Babbitt</u>	<u>Ridenour</u>
Aye:	Aye:	Aye:
No:	No:	No:
Abstention:	Abstention:	Abstention:

**9. Approve Minutes of the November 2, 2017, Regular Meeting** **ACTION**

*Moved:*

*Seconded:*

<u>Monjazebe</u>	<u>Babbitt</u>	<u>Ridenour</u>
Aye:	Aye:	Aye:
No:	No:	No:
Abstention:	Abstention:	Abstention:

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**10. Approval C. Xavier Thomas, Director, Classified Personnel, and Ali Junker, Human Resources Analyst, to attend the XXXXX training at \$XXX per attendee.** **ACTION**

**11. Approval of staff to attend the 2018 CSPCA Conference February 1- 4, 2018, at the Wyndham San Diego Bayside Hotel. Registration costs of \$325 per attendee if registered by 12/15/17, or \$400 per attendee if registered after 12/16/17.** **ACTION**

**12. Approve the Following Examination Announcements** **ACTION**

- Human Resources Specialist
- Licensed Vocational Nurse
- School Bus Driver
- School Office Manager

*Moved:*

*Seconded:*

Monjaze

Babbit

Ridenour

*Aye:*

*Aye:*

*Aye:*

*No:*

*No:*

*No:*

*Abstention:*

*Abstention:*

*Abstention:*

**13. Approve the Following Eligibility Lists** **ACTION**

- Child Nutrition Services I
- Child Nutrition Services II
- Executive Assistant I, Human Resources
- Extended School Services Program Aide
- Human Resources Technician
- Information Technology Support Specialist
- Paraprofessional-Preschool
- Paraprofessional-Special Education

*Moved:*

*Seconded:*

Monjaze

Babbit

Ridenour

*Aye:*

*Aye:*

*Aye:*

*No:*

*No:*

*No:*

*Abstention:*

*Abstention:*

*Abstention:*

**14. Supervisor, Extended School Services 4% salary increase from The Comprehensive Classification and Compensation Study** **ACTION**

*Moved:*

*Seconded:*

Monjaze

Babbit

Ridenour

*Aye:*

*Aye:*

*Aye:*

*No:*

*No:*

*No:*

*Abstention:*

*Abstention:*

*Abstention:*

**La Mesa-Spring Valley Schools, Personnel Commission Regular Meeting  
Thursday, December 14, 2017, 4:30 p.m.**

- 15. Approval of a new job description, Director, Information Technology on the Classified Management Salary Schedule \$96,488 (Step A) - \$111,857 (Step F). ACTION**

*Moved:*

*Seconded:*

<u>Monjaze</u>	<u>Babbit</u>	<u>Ridenour</u>
Aye:	Aye:	Aye:
No:	No:	No:
Abstention:	Abstention:	Abstention:

- 16. Approval of a new job description Supervisor, Technology on the Classified Supervisor Salary Schedule \$71,043 (Step A) - \$89,519 (Step F). ACTION**

*Moved:*

*Seconded:*

<u>Monjaze</u>	<u>Babbit</u>	<u>Ridenour</u>
Aye:	Aye:	Aye:
No:	No:	No:
Abstention:	Abstention:	Abstention:

- 17. Approval to update the classification title from Executive Assistant II to Executive Assistant II to the Superintendent. ACTION**

*Moved:*

*Seconded:*

<u>Monjaze</u>	<u>Babbit</u>	<u>Ridenour</u>
Aye:	Aye:	Aye:
No:	No:	No:
Abstention:	Abstention:	Abstention:

- 18. Approval to update the Classification Review form for the new Job Families Study to be effective January 2018. ACTION**

*Moved:*

*Seconded:*

<u>Monjaze</u>	<u>Babbit</u>	<u>Ridenour</u>
Aye:	Aye:	Aye:
No:	No:	No:
Abstention:	Abstention:	Abstention:

- 19. Second Reading of the Revision of Personnel Commission Rule and Regulation 30.300.1.B ACTION**

*Moved:*

*Seconded:*

<u>Monjaze</u>	<u>Babbit</u>	<u>Ridenour</u>
Aye:	Aye:	Aye:
No:	No:	No:
Abstention:	Abstention:	Abstention:

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**20. 50.100.3 Duration and Termination of Eligibility List** **INFORMATION**

**21. Training and Developing Update** **INFORMATION**

**22. Items from the Floor** **INFORMATION**

*Persons may comment at this time on items not listed on the agenda. The Commissioners will hear such comments but may not discuss nor act upon them until they appear on the posted agenda. Comments will be limited to five [5] minutes per person, not to exceed a total of fifteen [15] minutes for this agenda item.*

**23. Information Items**

- District Update – Assistant Superintendent, Human Resources, Tina Sardina  
Assistant Superintendent, Business Services, David Feliciano
- CSEA Update – Chapter 419 President, Ahmad Swinton
- Personnel Update –Director, Classified Personnel, C. Xavier Thomas
- Personnel Commissioner Update – Personnel Commissioners

**24. Regular Personnel Commission Meeting Schedule** **INFORMATION**

<b>Dec 14, 2017</b>	<b>4:30 PM</b>
<b>Jan. 18, 2018</b>	<b>12:30 PM</b>
<b>Feb. 15, 2018</b>	<b>4:30 PM</b>
<b>March 15, 2018</b>	<b>12:30 PM</b>
<b>April 19, 2018</b>	<b>4:30 PM</b>
<b>May 17, 2018</b>	<b>12:30 PM</b>
<b>June 21, 2018</b>	<b>4:30 PM</b>

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

- Employment of the Director, Classified Personnel.

**26. Reconvene to Open Session**

- Report of Action, if any, from Closed Session

**27. Adjournment**

*Moved:*

*Seconded:*

*Monjaze*

*Babbit*

*Ridenour*

*Aye:*

*Aye:*

*Aye:*

*No:*

*No:*

*No:*

*Abstention:*

*Abstention:*

*Abstention:*