

La Mesa-Spring Valley Schools, Personnel Commission Regular Meeting
Thursday, June 21, 2018, 12:30 p.m.
Minutes

OPENING PROCEDURE

1. Call to Order

The meeting of June 21, 2018 was called to order at 12:30 pm by Chair Ridenour.

2. Commissioner Roll Call/Establishment of a Quorum

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

3. Pledge of Allegiance

The Pledge of Allegiance was led by XX.

4. Introductions

New attendees introduced themselves.

ACTION SESSION

5. Approve the Agenda of the June 21, 2018 Regular Meeting **ACTION**

Motion by Babbitt, second by Ridenour. Motion passed unanimously.

6. Approve Minutes of the May 17, 2018 Regular Meeting **ACTION**

Motion by Babbitt, second by Ridenour. Motion passed unanimously.

7. Approval of the new job description Extended School Services Manager, with a recommended salary range of \$41.48/hour (Step A) - \$52.52/hour (Step F) on the Supervisory Salary Schedule. **ACTION**

Motion by Babbitt, second by Ridenour. Motion passed unanimously.

8. Approval to update the job description Supervisor, Extended School Services. **ACTION**

Motion by Babbitt, second by Ridenour. Motion passed unanimously.

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

- Child Nutrition Services Cook
- Extended School Services Manager (Promotional Only)
- Health/Attendance Technician
- Library Services Liaison
- Special Education-Bilingual Testing Facilitator/Interpreter

Motion by Babbitt, second by Ridenour. Motion passed unanimously.

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

- Assistant Superintendent, Business Services
- Child Nutrition Services I
- Child Nutrition Services II
- Elementary Kitchen Manager II
- Extended School Services Program Aid
- Heavy Equipment Technician
- Information Technology Support Technician
- Lead Maintenance Worker
- Paraprofessional-Preschool
- School Bus Driver

Motion by Babbitt, second by Ridenour. Motion passed unanimously.

La Mesa-Spring Valley Schools, Personnel Commission Regular Meeting
Thursday, June 21, 2018, 12:30 p.m.
Minutes

INFORMATION SESSION

10. Training and Development Update

INFORMATION

Alison Junker, Human Resources Analyst, advised two CalPERS retirement planning seminars were held recently with maximum capacity. Since seminars were so popular, more will be scheduled when schools return. Junker is working with Emma Puentes, Supervisor, Payroll and Benefits, to create a class to educate employees about District post-retirement benefits. Junker will attempt to coordinate the class by Puentes with classes offered by Optum Health to create a training series "Planning for a Healthy, Secure Future". The CPR 1st Aid online training program with short skills assessment pilot program was a success and will coordinate with more schools when staff returns to the schools. Junker advised she is working on details for a possible staff development day during October Break at one of the middle schools. The more details she can provide; the more "buy-in" she is getting. The culture/climate training that Junker arranged for the HR and PC departments in May was such a success, Tina Sardina, Assistant Superintendent, Human Resources, would like to have a follow up.

11. Recruitment and Selection Update

Junker advised that, although the number of lists is extensive, recruitments are slowing down slightly. The Library Services Liaison was opened promotional-only previously; with only one rank to certify. Since the hiring manager has the right to three ranks, the manager advised that she would like it re-opened open and promotional. Unfortunately, the exam will be redesigned and the one rank on the list will have to reapply and retest. The PC staff tries to encourage employees to apply for the promotional-only exams. Junker advised that Tina Cano, Human Resources Specialist, has been very diligent in keeping tight time lines and working closely with managers. Junker provides oversight and training when needed. Junker continued, the PC department is a team and work to balance the workloads; Junker and Thomas have proctored written exams and ran oral exams when needed.

12. Items from the Floor

13. Information Items

- District Update – Assistant Superintendent, Human Resources, Tina Sardina
Assistant Superintendent, Business Services, David Feliciano

- CSEA Update – Chapter 419 President, Ahmad Swinton
Swinton

- Update –Director, Classified Personnel, C. Xavier Thomas, advised that

- Personnel Commissioner Update – Personnel Commissioners
No Update

14. Regular Personnel Commission Meeting Schedule

INFORMATION

July 19, 2018	12:30 p.m.	August 16, 2018	12:30 p.m.
September 20, 2018	12:30 p.m.	October 18, 2018	12:30 p.m.
November 15, 2018	12:30 p.m.	December 20, 2018	12:30 p.m.

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

- Employment of the Director, Classified Personnel.

**La Mesa-Spring Valley Schools, Personnel Commission Regular Meeting
Thursday, June 21, 2018, 12:30 p.m.
Minutes**

16. Reconvene to Open Session

- No Report of Action

17. Adjournment

ACTION

Motion by Babbitt, second by Ridenour Motion passed unanimously. Meeting adjourned at X:XX p.m.