

**La Mesa-Spring Valley Schools, Personnel Commission Regular Meeting**  
**Thursday, July 19, 2018, 12:30 p.m.**  
**Minutes**

**OPENING PROCEDURE**

**1. Call to Order**

The meeting of July 19, 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		absent
Arashmidos Monjazebe	x	present		absent
Steve Babbitt		present	x	absent

**3. Pledge of Allegiance**

The Pledge of Allegiance was led by Ridenour

**4. Introductions**

All in attendance introduced themselves.

**ACTION SESSION**

**5. Approve the Agenda of the July 19, 2018 Regular Meeting**

**ACTION**

*Motion by Monjazebe, second by Ridenour. Motion passed unanimously.-*

**6. Approve Minutes of the June 21, 2018 Regular Meeting**

**ACTION**

*Tabled*

**7. Approval of the new job description Executive Assistant I, Student Supports with a recommended salary range of \$26.47/hour (Step A) - \$33.49/hour (Step F) on the Confidential Salary Schedule.**

**ACTION**

*Motion by Monjazebe, second by Ridenour. Motion passed unanimously.*

**8. Approval to update the job description Executive Assistant I, Learning Support.**

**ACTION**

*Motion by Monjazebe, second by Ridenour. Motion passed unanimously.*

**9. Approval to update the job description Interpreter for the Deaf**

**ACTION**

*Motion by Monjazebe, second by Ridenour. Motion passed unanimously.*

**10. Approve the Following Examination Announcements**

**ACTION**

- Child Nutrition Services II
- Elementary Kitchen Manager I (Promotional Only)
- Executive Assistant I, Student Supports
- Extended School Services Program Aide
- Interpreter for the Deaf
- Paraprofessional-Special Education

*Motion by Monjazebe, second by Ridenour. Motion passed unanimously.*

**11. Approve the Following Eligibility Lists**

**ACTION**

- Health/Attendance Technician
- Occupational Therapist
- Special Education-Bilingual Testing Facilitator/Interpreter

*Motion by Monjazebe, second by Ridenour. Motion passed unanimously.*

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**12. Approve the Regular Personnel Commission Meeting Schedule  
as amended.**

**ACTION**

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.

*Motion by Monjazeab, second by Ridenour. Motion passed unanimously.*

**INFORMATION SESSION**

**13. Training and Learning Cooperative Update**

**INFORMATION**

**(TLC – formerly known as C-TAC)** Alison Junker, Human Resources Analyst, advised C-TAC (Classified Training Advisory Committee) is now TLC (Training and Learning Cooperative) because we are working with both Classified and Certificated Unions to develop training and both Unions contribute financially as well. Junker added that she is in the process of developing different forms to define fund requests.

**14. Recruitment and Selection Update** Tina Cano, Human Resources Specialist, advised that it a busy time with multiple current open recruitments.

**15. Items from the Floor**

No items from the floor

**16. Information Items**

- District Update – Assistant Superintendent, Human Resources, Tina Sardina  
Assistant Superintendent, Business Services, David Feliciano  
No Report
- CSEA Update – Chapter 419 President, Ahmad Swinton, advised that he is looking forward to the annual conference which takes place in Sacramento at the beginning of August.
- Personnel Commission Update –Director, Classified Personnel, C. Xavier Thomas, advised that he would like to attend the CSEA annual conference to sit at a merit system booth during the conference. Thomas also wished to recognize the Ali Junker, HR Specialist and Tina Cano, HR Specialist for all of their hard work.
- Personnel Commissioner Update – Personnel Commissioners. Ridenour expressed her interest in revising the meeting agenda to include input from employees working in different classifications to learn more about their day-to-day job duties/activities.

**17. Regular Personnel Commission Meeting Schedule**

**INFORMATION**

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

- Employment of the Director, Classified Personnel.

**19. Reconvene to Open Session**

- No Report of Action

**20. Adjournment**

**ACTION**

Motion by Monjazebe, second by Ridenour Motion passed unanimously. Meeting adjourned at 1:45 p.m.