



**La Mesa-Spring Valley Schools**  
**Personnel Commission**

**Regular Meeting**

**Thursday, January 17, 2019 2:00 p.m.**

**Education Service Center**

**West Conference Room**

**4750 Date Avenue, La Mesa, CA 91942**

# La Mesa-Spring Valley Schools, Personnel Commission Regular Meeting Thursday, January 17, 2019 2:00 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. **Call to Order**-The meeting of January 17, 2019 was called to order at 2:04 p.m. by Commissioner Patricia Ridenour
2. **Commissioner Roll Call/Establishment of a Quorum**

Arashmidos Monjazebe, Chair	<input type="checkbox"/>	present	<input type="checkbox"/>	absent
Steve Babbitt, Vice Chair	x	present	<input type="checkbox"/>	absent
Patricia Ridenour	x	present	<input type="checkbox"/>	absent
3. **Pledge of Allegiance**

The Pledge of Allegiance was led by Patricia Ridenour.
4. **Introductions**

All in attendance was introduced.

## **ACTION SESSION**

5. **Approve the Agenda of the January 17, 2019 Regular Meeting**

Motion by Ridenour second by Babbitt. Motion passed unanimously
6. **Approve the Minutes of the December 20, 2018 Regular Meeting as amended**

Motion by Ridenour second by Babbitt. Motion passed unanimously
7. **Approve the Following Examination Announcements**
  - School Office Manager (continuous)Motion by Ridenour second by Babbitt. Motion passed unanimously
8. **Approve the Following Eligibility Lists**
  - Campus Attendant (LMAAC)
  - Campus Attendant (STEAM)
  - Extended School Services Program Aide
  - Extended School Services Recreation Attendant
  - School Office ManagerMotion by Ridenour second by Babbitt. Motion passed unanimously

## **INFORMATION SESSION**

10. **Recruitment and Selection Update**

Tina Cano, Human Resources Specialist, advised a new testing process was recently implemented for the various recruitments for Campus Attendant and Recreation Attendant which are going very well.
11. **Training and Learning Cooperative Update**

Alison Junker, Human Resources Analyst, advised a series of Optum Health classes were offered during the months of November and December at the Education Center to see how well they would be received. Attendance was lower than she hoped for. Therefore; a survey will be disseminated to see what type of trainings Education Center employees would like to

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see in the future. Junker added that she is collaborating with Special Education staff to develop future trainings for Paraprofessional-Special Education staff. Junker, also, spoke about the CPR/First Aid certification class held at the district office was well attended. She expressed her appreciation to LMAAC for being one of the many sites that hosted CPR/First Aid certification classes last October which helped around 200 current staff come into compliance. Junker will be reaching out to principals to find out who some of their stronger employees are in certain classifications to find out what trainings would help them the most.

### 12. Items from the Floor

Wendy Newmark, Principal, Kempton Literacy Academy; Beth Thomas, Principal, La Mesa Arts Academy; Heather Hove, School Office Assistant, La Mesa Arts Academy and Noelle Suffield, Principal, Rolondo Elementary School expressed questions and concerns about the School Office Manager exam process and requested clarification. The questions were related to exam environment, exam accommodations, cutoff score, exam analysis, ranks for interview, application process, and exam content.

### 13. Information Items

- District Update – Assistant Superintendent, Human Resources, Tina Sardina, advised progressive discipline training was recently offered to principals and was well received. She added that similar trainings for Classified Managers is in the works. Sardina discussed a possible FAQ should be developed to answer questions such as; where do Personnel Commission duties stop and Human Resources duties begin. She expressed her commitment to wanting to work collaboratively between departments and building more trust in the system. Sardina advised that the District and Teacher's Association agreed upon a early retirement incentive. She also expressed her concerns about the budget challenges and the possibility of layoffs. Sardina added that she would like to collaborate with Ali Junker to implements some training sessions that focus on resume writing, mock interviews, etc. to assist anyone who may need it.
- CSEA Update – Chapter 419 President, Ahmad Swinton – No update
- Personnel Update –Director, Classified Personnel, C. Xavier Thomas expressed his gratitude to those that voiced their concerns during the meeting. He briefly addressed some of the concerns and advised he looks forward to having an opportunity to respond to all of their questions and concerns. Thomas asked that if there are any questions or concerns in the future, please follow protocol and contact Personnel Commission staff first for answers and clarification and if questions are not addressed within a timely matter, please contact him. Thomas mentioned that Personnel Commission staff will be attending the annual CSPCA conference in Anaheim in February. He also mentioned the Merit System Academy which is currently being offered in Poway.
- Personnel Commissioner Update – Personnel Commissioner, Pat Ridenour, briefly addressed some of the concerns brought to the commission and encouraged anyone who is wishing to learn more about the merit system to attend the aforementioned upcoming CSPCA conference and or Merit Academy. Vice Chairperson, Steve Babbitt, briefly explained the history of the merit system and encouraged anyone who needs clarification of how the system works or have any questions about a particular process, please contact Personnel Commission staff.

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**14. Regular Personnel Commission Meeting Schedule**

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.

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

- Employment of the Director, Classified Personnel.

**16. Reconvene to Open Session**

- No Report

**17. Adjournment**

**ACTION**

Motion by Ridenour second by Babbit. Motion passed unanimously. Meeting adjourned at 4:40 p.m.