



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

**Regular Meeting Minutes**

**Thursday, May 16, 2019 4:30 p.m.**

**Education Service Center**

**Board Room**

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

**La Mesa-Spring Valley Schools, Personnel Commission Regular Meeting Minutes  
Thursday, May 16, 2019 4:30 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 May 16, 2019 was called to order at 4:00 by Commissioner Dr. Monjazez**

**2. Commissioner Roll Call/Establishment of a Quorum**

Arashmidos Monjazez, Chair	x	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 led by Commissioner Patricia Ridenour**

**ACTION SESSION**

**4. Approve the Agenda of the May 16, 2019 Regular Meeting as amended**  
Moteded by Babbitt, seconded by Ridenour. Motion passed unanimously.

**5. Approve the Minutes of the April 11, 2019 Regular Meeting**  
Moteded by Babbitt, seconded by Ridenour. Motion passed unanimously.

**6. Approve the budget for Personnel Commission for 2019-2020**  
Moteded by Ridenour, seconded by Babbitt. Motion passed unanimously.

**7. Approve the Following Examination Announcements**

- Accounting Specialist (promotional only)
- Elementary Kitchen Manager I (promotional only)
- School Bus Trainer/Dispatcher
- Supervisor, Budget and Accounting (promotional only)

Moteded by Babbitt, seconded by Ridenour. Motion passed unanimously.

**8. Approve the Following Eligibility Lists**

- Campus Attendant
- Child Nutrition Services Cook
- Extended School Services Program Aide.
- Maintenance, Operations and Facilities Assistant
- Middle School Kitchen Manager
- Office Assistant II

Moteded by Ridenour, seconded by Babbitt. Motion passed unanimously.

**INFORMATION SESSION**

**9. Recruitment and Selection Update**  
Tina Cano, Human Resources Specialist, advised she currently has eleven active recruitments. In addition, she is still working hard to recruit for Extended School Services Program Aide and she just reopened two continuous recruitments; Paraprofessional-Special Education and Paraprofessional-Preschool. Cano advised she will be finalizing three of the active recruitments within the next three days.

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**10. Training and Learning Cooperative Update**

Ali Junker, Human Resources Analyst advised CalPers cancelled the Retirement Benefits session of the Security financial series and has been rescheduled for next Tuesday. She advised we have over 40 people signed up to attend this CalPers training. Junker also added she is working with the Classified Evaluation Committee to narrow down some core competencies within the evaluation which will assist her when planning future employee trainings. In addition, Junker is also working on the staff on campus training scheduled for the October break.

**11. Discussion of July – December 2019 Personnel Commission Regular Meeting Dates**

<b>July 18, 2019</b>	<b>4:30 p.m.</b>	<b>October 17, 2019</b>	<b>4:30 p.m.</b>
<b>August 15, 2019</b>	<b>4:30 p.m.</b>	<b>November 21, 2019</b>	<b>4:30 p.m.</b>
<b>September 19, 2019</b>	<b>4:30 p.m.</b>	<b>December 19, 2019</b>	<b>4:30 p.m.</b>

**12. Items from the Floor**

Kelly Follett, Accounting Specialist expressed her concern regarding the promotional points given to internal candidates during an open recruitment and a promotional recruitment.

**13. Information Items**

- District Update –
  - Assistant Superintendent, Human Resources, Tina Sardina
  - Assistant Superintendent, Business Services, Jennifer Nerat

No update

- CSEA Update – Chapter 419 President, Ahmad Swinton

No Update

- Personnel Update –Director, Classified Personnel, C. Xavier Thomas, advised since the beginning of the 19-20 fiscal year, Personnel Commission staff has had 11 promotional only recruitments. Thomas went on to say the core value of the Merit System is to find, highlight and hire top talent. This is accomplished by advertising through various websites, such as NeoGov and EdJoin and the exam process. Personnel Commission Staff builds each exam to measure knowledge, skills and abilities. Thomas advised PC Staff does not create each exam independently, but collaborates with each hiring manager to identify the competencies and competency weights used in each exam. Thomas advised it is important for internal candidates to contact Personnel Commission staff to ask questions about the exam process so that they better understand the process.

- Personnel Commissioner Update – Personnel Commissioners

No Update

**14. Regular Personnel Commission Meeting Schedule**

June 20, 2019                      4:30 p.m.

**La Mesa-Spring Valley Schools, Personnel Commission Regular Meeting Minutes  
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**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**

- Report of Action, if any, from Closed Session  
No Action

**17. *Motioned by Babbitt, seconded by Ridenour. Motion passed unanimously.*      **ACTION**  
*Meeting adjourned at 6:20 p.m.***