



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

**Regular Meeting**

**Thursday, December 19, 2019 10:30 a.m.**

**Education Service Center**

**West Conference Room**

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

# La Mesa-Spring Valley Schools, Personnel Commission Regular Meeting Thursday, December 19, 2019 10:30 a.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
2. Pledge of Allegiance
3. Roll Call/Establishment of a Quorum

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

## **INFORMATION SESSION**

### 4. Items from the Floor

*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. Comments should follow proper protocol. Following proper protocol includes directing all questions or concerns related to Personnel Commission work first to the Personnel Commission staff, then Director, prior to addressing the Commissioners.*

### 5. Information Items

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

## **ACTION SESSION**

6. Approve the Agenda of the December 19, 2019 Regular Meeting
7. Swearing in of the Joint Appointed Commissioner and CSEA Appointed Commissioner
8. Election of Officers  
Election and Approval of \_\_\_\_\_ to be Chairperson of the Personnel Commission for the 2020 term.
9. Election of Officers  
Election and Approval of \_\_\_\_\_ to be Vice-Chairperson of the Personnel Commission for the 2020 term.
10. Approve Minutes of the September 19, 2019 Regular Meeting
11. Approve Minutes of the October 4, 2019 Special Meeting

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12. Approve Minutes of the November 25, 2019 Special Meeting
13. Approve the 2019-2020 Annual Report
14. Approval of staff to attend the 2020 CSPCA Conference February 20-22, 2020 at the Westin St. Francis in San Francisco. Registration cost is \$575 per attendee.
15. Approval to abolish the job description for Lead Heavy Equipment Technician
16. Approval of the new job description Health/Attendance Technician- Bilingual with a recommended salary range of \$17.39/hour (Step A) - \$22.17/hour (Step F) plus 5% bilingual stipend on the Classified Salary Schedule.
17. Approval of the new job description Office Assistant I - Bilingual with a recommended salary range of \$15.89/hour (Step A) - \$20.26/hour (Step F) plus 5% bilingual stipend on the Classified Salary Schedule.
18. Approval of the new job description Office Assistant II - Bilingual with a recommended salary range of \$17.39/hour (Step A) - \$22.17/hour (Step F) plus 5% bilingual stipend on the Classified Salary Schedule.
19. Approval of the new job description School Office Assistant - Bilingual with a recommended salary range of \$17.39/hour (Step A) - \$22.17/hour (Step F) plus 5% bilingual stipend on the Classified Salary Schedule.
20. Approval of the new job description School Office Manager - Bilingual with a recommended salary range of \$21.10/hour (Step A) - \$26.90/hour (Step F) plus 5% bilingual stipend on the Classified Salary Schedule.
21. Approve the Following Examination Announcements
  - Custodian
  - Dispatcher
  - Extended School Services Assistant Lead (Promotional-Only & Continuous)
  - Extended School Services Paraprofessional-Special Education
  - Human Resources Technician
  - Heavy Equipment Technician
  - Paraprofessional – for the Visually Impaired
  - School Office Assistant – Bilingual
  - Senior Custodian (Promotional-Only & Continuous)
22. Approve the Following Eligibility Lists
  - Campus Attendant
  - Child Nutrition Services I
  - Child Nutrition Services II
  - Dispatcher
  - Extended School Services Assistant Lead
  - Extended School Services Program Aide
  - Extended School Services Recreation Attendant
  - Human Resources Specialist
  - Interpreter for the Deaf
  - Occupational Therapist

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- Paraprofessional
- Paraprofessional - for the Visually Impaired
- Paraprofessional - Special Education
- School Bus Driver
- School Office Manager
- Skilled Maintenance Worker II
- Warehouse Worker/Delivery Driver

**23. Approval of the January-June 2020 Personnel Commission Regular Meeting Dates and Times**

January 16, 2020	4:30 p.m.
February 20, 2020	4:30 p.m.
March 19, 2020	4:30 p.m.
April 9, 2020	4:30 p.m.
May 14, 2020	4:30 p.m.
June 18, 2020	4:30 p.m.

**CLOSED SESSION**

**24. The Personnel Commission will adjourn to Closed Session pursuant to Government Code 54957(b)**

- Employment of the Director, Classified Personnel

**ACTION SESSION**

**25. Reconvene to Open Session**

- Report of Action, if any, from Closed Session

**26. Adjournment**