La Mesa-Spring Valley Schools

Personnel Commission

Special Meeting Minutes

Friday, October 4, 2019 4:00 p.m.

Education Service Center

Board Room

4750 Date Avenue, La Mesa, CA 91942
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 October 4, 2019 was called to order at 4:00 p.m. by Commissioner Babbitt.

2. Pledge of Allegiance was led by Commissioner Ridenour

3. Roll Call/Establishment of a Quorum

   Steve Babbitt, Chair  x  present  □  absent
   Patricia Ridenour, Vice Chair  x  present  □  absent

**INFORMATION SESSION**

4. Items from the Floor
   
   None

**ACTION SESSION**

5. Approve the Agenda of the October 4, 2019 Special Meeting as amended
   
   Motion by Ridenour second by Babbitt Motion passed unanimously

6. Approval to update Parent/Community Liaison job description
   
   Motion by Babbitt, second by Ridenour Motion passed unanimously

7. Approval of new job description for Bilingual-Testing Facilitator/Interpreter
   
   Motion by Ridenour second by Babbitt Motion passed unanimously

8. Approval of new job description for Extended School Services Paraprofessional-Special Education
   
   Motion by Ridenour second by Babbitt Motion passed unanimously

9. Approval of new job description for Extended School Services Lead Program Assistant
   
   Motion by Ridenour second by Babbitt Motion passed unanimously

10. Approval of new job description for Lead Heavy Equipment Technician
    
    Motion by Ridenour second by Babbitt Motion passed unanimously

11. Approval of new job description for Paraprofessional for the Visually Impaired
    
    Motion by Ridenour second by Babbitt Motion passed unanimously

**INFORMATION SESSION**

12. Panel Interview of the following Joint Appointee Commissioner Candidates

   - Jane Kennington
   - Jeremy Martinson
   - Satomi Rash-Zeigler
   - Nica Treadwell

   Each candidate was asked the following questions-
• If a dispute arose that required legal action to be taken between the Personnel Commission and the District, would you feel comfortable deciding to proceed?
• Who should be responsible for the day-to-day supervision of Personnel Commission Director, and how should this be executed?
• Who is responsible for ensuring that the Director is meeting or exceeding standards of performance set by the Personnel Commission?
• When a performance review is conducted of the Director of the Personnel Commission, do you believe that input should be sought from District Staff? From CSEA Leadership?

The Commissioners discussed the candidate’s responses to the questions and their qualifications in depth.

CLOSED SESSION

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

• Employment of the Director, Classified Personnel

ACTION SESSION

14. Reconvene to Open Session

• Report of Action, if any, from Closed Session

15. Selection of the Joint Appointee Commissioner
   Selection: Tabled
   Motion by Babbitt, second by Ridenour Motion passed unanimously

16. Motion by Ridenour, second by Babbitt Motion passed unanimously. Meeting adjourned at 6:55 p.m.