



La Mesa-Spring Valley Schools

Personnel Commission

Regular Meeting Minutes

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

Education Service Center

West Conference 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 December 19, 2019 was called to order a 10:37 am by Commissioner Babbitt
2. The Pledge of Allegiance was led by Commissioner Ridenour.
3. Roll Call/Establishment of a Quorum

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

INFORMATION SESSION

4. Items from the Floor *No items*

5. Information Items

- District Update –
 - Assistant Superintendent, Human Resources, Tina Sardina, advised she has been very busy at the bargaining table negotiating the most recent Job Family Study recommendations from Ali Junker, Human Resources Analyst. She commended Junker for her hard work on this study and willingness to be available for questions during bargaining. Sardina announced the upcoming wellness incentive which will start in January 2020. The incentive is the "Just do anything" log where employees can earn prizes for making healthy choices and being active.
 - Superintendent, David Feliciano, congratulated Ridenour for being nominated as the CSEA appointee and Jeremy Martinson for being nominated as the joint appointee commissioners to the Personnel Commission. He also mentioned possibility of the District hosting Brown Act training if needed.
- CSEA Update – Chapter 419 President, Ahmad Swinton expressed his excitement the District and the Union have finally negotiated the results of the first roll-out of the job family studies. Swinton advised the Union is in full support of the new bilingual job descriptions.
- Personnel Update –Director, Classified Personnel, C. Xavier Thomas- No Update.
- Personnel Commissioner Update – Personnel Commissioners – Ridenour reminded the audience about the upcoming CSPCA Annual Conference. She advised it is a very informative conference and recommended anyone interested in learning about the Merit System attend this conference.

ACTION SESSION

6. Approve the Agenda of the December 19, 2019 Regular Meeting
Motion by Babbitt, second by Ridenour, passed unanimously.

7. **Swearing in of the Joint Appointed Commissioner and CSEA Appointed Commissioner**
Thomas performed the swearing in of commissioners. Martinson was sworn in as the Joint appointee Commissioner and Ridenour as the CSEA appointee Commissioner.
8. **Election of Officers**
Election and Approval of Steve Babbitt to be Chairperson of the Personnel Commission for the 2020 term.
Motion by Martinson, second by Babbitt. Motion passed unanimously.
9. **Election of Officers**
Election and Approval and Patricia Ridenour to be the Vice Chair of the Personnel Commission for the 2020 term
Motion by Babbitt, second by Martinson. Motion passed unanimously.
10. **Approve Minutes of the September 19, 2019 Regular Meeting**
Motion by Ridenour, second by Babbitt. Motion passed unanimously.
11. **Approve Minutes of the October 4, 2019 Special Meeting**
Motion by Ridenour, second by Babbitt. Motion passed unanimously.
12. **Approve Minutes of the November 25, 2019 Special Meeting**
Motion by Ridenour, second by Babbitt. Motion passed unanimously.
13. **Approve the 2019-2020 Annual Report – Amend to read 2018-2019.**
Motion by Martinson, second by Ridenour. Motion passed unanimously.
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.**
Motion by Ridenour, second by Babbitt. Motion passed unanimously.
15. **Approval to abolish the job description for Lead Heavy Equipment Technician**
Motion by Ridenour, second by Martinson. Motion passed unanimously.
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.**
Motion by Ridenour, second by Martinson. Motion passed unanimously.
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.**
Motion by Martinson, second by Ridenour. Motion passed unanimously.
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.**
Motion by Ridenour, second by Martinson. Motion passed unanimously.
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.**
Motion by Martinson, second by Ridenour. Motion passed unanimously.

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.

Motion by Ridenour, second by Martinson. Motion passed unanimously.

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)

Motion by Ridenour, second by Martinson. Motion passed unanimously.

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

Motion by Martinson, second by Ridenour. Motion passed unanimously.

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.

Motion by Ridenour, second by Martinson. Motion passed unanimously.

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

- Nothing to Report

26. Adjournment

Motion by Ridenour, second by Babbitt. Motion passed unanimously. Meeting adjourned at 12:10 p.m.