



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

**Regular Meeting Minutes**

**Thursday, September 19, 2019 4:30 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 September 19, 2019 was called to order a 4:30 by Commissioner Ridenour**

2. **Commissioner 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

3. **Pledge of Allegiance**

**The Pledge of Allegiance was led by Commissioner Ridenour**

### **ACTION SESSION**

4. **Approve the Agenda of the September 19, 2019 Regular Meeting**  
*Motion by Ridenour, second by Babbitt Motion passed unanimously.*

5. **Approve the Minutes of the June 20, 2019 Regular Meeting**  
*Motion by Ridenour, second by Babbitt Motion passed unanimously.*

6. **Approve the Minutes of the July 12, 2019 Special Meeting**  
*Motion by Ridenour, second by Babbitt Motion passed unanimously.*

7. **Approve the Minutes of the August 6, 2019 Special Meeting**  
*Motion by Ridenour, second by Babbitt Motion passed unanimously.*

8. **Approve the Minutes of the September 12, 2019 Special Meeting**  
*Motion by Ridenour, second by Babbitt. Motion passed unanimously.*

9. **Selection of the Joint Appointee Commissioner- *Tabled***  
*Commissioners Babbitt and Ridenour agreed to invite all four candidates to a second interview. Babbitt will forward proposed interview questions to Xavier Thomas, Director Classified Personnel.*

10. **Approve the Following Examination Announcements**

- Executive Assistant I (promotional only)
  - Health/Attendance Technician
  - Human Resources Specialist
  - Interpreter for the Deaf
  - Occupational Therapist
  - Paraprofessional
  - School Office Manager (bilingual required)
  - Skilled Maintenance Worker II
  - Supervisor, Child Nutrition Services
  - Supervisor, Transportation
  - Warehouse Worker/Delivery Driver
- Motion by Ridenour, second by Babbitt. Motion passed unanimously.*

11. **Approve the Following Eligibility Lists**

- Campus Attendant

- Child Nutrition Services I
- Child Nutrition Services II
- Extended School Services Assistant Lead
- Extended School Services Program Aide
- Extended School Services Recreation Attendant
- Health/Attendance Technician
- Licensed Vocational Nurse
- Paraprofessional-Preschool
- Paraprofessional-Special Education
- School Bus Driver
- School Office Assistant
- Senior Custodian
- Storekeeper
- Supervisor, Budget and Accounting
- Supervisor, Child Nutrition Services
- Supervisor, Transportation

*Motion by Ridenour second by Babbitt Motion passed unanimously.*

**12. Approval to extend the Following Eligibility Lists for an additional six months**

- Senior Custodian

*Motion by Ridenour, second by Babbitt Motion passed unanimously.*

**13. Approval to update the following job descriptions**

- Assistant Superintendent, Business Services
- Supervisor, Transportation

*Motion by Ridenour, second by Babbitt. Motion passed unanimously.*

**INFORMATION SESSION**

**11. Items from the Floor**

No items from the floor

**12. Information Items**

- District Update –
  - Assistant Superintendent, Human Resources, Tina Sardina, thanked Xavier Thomas, Director Classified Personnel, Ali Junker, HR Analyst, and Tina Cano, HR Specialist, for their hard work on the Paraprofessional-Special Education recruitment by reducing the number of vacancies from close to 40 to just a few. Sardina reported the health fair is scheduled to take place on October 29, 2019 with over 30 vendors invited to participate. Benefit open enrollment will be presented at the health fair, as well.
  - Assistant Superintendent, Business Services, Jennifer Nerat, extended her appreciation to Personnel Commission staff for their hard work on the Job Family Study. She announced a new Frontline module will be implemented with Human Resources and Fiscal Services. She is hopeful the Personnel Commission will be able to utilize this new module as well.
- CSEA Update – Chapter 419 President, Ahmad Swinton, announced there will be Merit System training at the Education Center on September 24, 2019. He advised the CSEA recently ratified seven job descriptions. Swinton thanked the Personnel Commission staff for their hard work.

- Personnel Update –Director, Classified Personnel, C. Xavier Thomas thanked all in attendance for taking time out of their busy day to attend tonight’s meeting. He also acknowledged PC staff for their hard work. In addition, he advised the Job Family Study is on schedule and thanked Ali Junker for her tireless work on the study. Thomas announced a new program, “Up Close and Personnel” where PC staff will shadow different classified staff to observe them on the job to get more familiar with staff and their real time job duties. Ali Junker, advised this new program will help PC staff create accurate job descriptions as well as content valid exams. Thomas also provided a recruitment update. He advised Personnel Commission currently has 10 active recruitments with one promotional only recruitment. Fifty Paraprofessional-Special Education were certified since June of this year. Since collaborating with Human Resources on scheduling final hiring interviews and job offers, PC staff has filled over thirty Paraprofessional-Special Education vacancies. In addition, seventy-five ESS Recreation Attendants and twenty-two ESS Program Aids have been certified since June.
- Personnel Commissioner Update – Personnel Commissioners  
No update

### **13. Next Regular Personnel Commission Meeting**

October 17, 2019

4:30 p.m.

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

- Employment of the Director, Classified Personnel.

### **15. Reconvene to Open Session**

- Nothing to report

### **16. Adjournment**

**ACTION**

*Motion by Ridenour, second by Babbitt. Motion passed unanimously. Meeting adjourned at 5:55 p.m.*