



La Mesa-Spring Valley Schools

Personnel Commission

Regular Meeting Minutes

Tuesday, February 18, 2020 4:30 p.m.

Education Service Center

West Conference Room

4750 Date Avenue, La Mesa, CA 91942

**La Mesa-Spring Valley Schools, Personnel Commission Regular Meeting
Minutes - Tuesday, February 18, 2020 4:30 p.m.**

OPENING PROCEDURE

1. The meeting of February 18, 2020 was called to order at 4:30 p.m. by Commission Chair Babbitt.
2. The Pledge of Allegiance was led by Commissioner Martinson
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
Jeremy Martinson	x	present	<input type="checkbox"/>	absent

ACTION SESSION

4. **Approve the Agenda of the February 18, 2020 Regular Meeting as Amended**
Motion by Martinson, second by Ridenour. Motion passed unanimously
5. **Approve the Minutes of the January 16, 2020 Regular Meeting**
Motion by Ridenour, second by Martinson. Motion passed unanimously
6. **Approve the Minutes of the January 31, 2020 Special Meeting as Amended**
Motion by Martinson, second by Ridenour. Motion passed unanimously

INFORMATION SESSION

7. **Items from the Floor**
No Items
8. **Information Items**
 - District Update -
 - Assistant Superintendent, Human Resources, Tina Sardina, advised bargaining will begin with the CSEA shortly. CSEA will be “sunshining” their letter in March/April. In addition, the Hot Chocolate 5k/15k is being endorsed by both associations. On a somber note, she recently attended the celebration of life for Richard Meyers, Gardener. Many in attendance shared warm memories of Richard.
 - Assistant Superintendent, Business Services, Jennifer Nerat, provided a brief overview of the Governor’s budget proposal.
 - CSEA Update – Chapter 419 Treasurer, John Sullivan, advised the CSEA recently completed the negotiations for their contract. In addition, he thanked the Personnel Commission for their hard work on the job family studies.
 - Personnel Update - Director, Classified Personnel, C. Xavier Thomas, advised he is looking forward to the upcoming CSPCA Annual conference. He also thanked Alison Junker, Human Resources Analyst, for her hard work on the job family studies.

La Mesa-Spring Valley Schools, Personnel Commission Regular Meeting Minutes - Tuesday, February 18, 2020 4:30 p.m.

- Personnel Commissioner Update – Vice Chair, Patricia Ridenour mentioned she would not be attending the CSPCA conference this year and she will no longer be on the CSPCA Board. She announced Xavier Thomas has been nominated to serve on the CSPCA Board.

ACTION SESSION

Approval of Duplicating Job Family Study

- 9. Approve Senior Publications Technician Salary Recommendation to Step A \$21.10 per hour – Step F \$26.90 per hour**

Motion by Ridenour, second by Martinson. Motion passed unanimously

Approval of Health Job Family Study

- 10. Approve Classroom Health Assistant Job Description Update**

Motion by Ridenour, second by Martinson. Motion passed unanimously

- 11. Approve Classroom Health Assistant Salary Recommendation to Step A \$17.52 per hour – Step F \$22.37 per hour**

Motion by Ridenour, second by Martinson. Motion passed unanimously

- 12. Approve Licensed Vocational Nurse Job Description Update**

Motion by Ridenour, second by Martinson. Motion passed unanimously

- 13. Abolish Certified Occupational Therapy Assistant Classification**

Motion by Ridenour, second by Martinson. Motion passed unanimously

- 14. Approve Occupational Therapist Salary Recommendation to Step A \$35.44 per hour – \$45.23 per hour**

Motion by Ridenour, second by Martinson. Motion passed unanimously

Approval of the Trades Job Family Study

- 15. Approve Skilled Maintenance Worker I Job Description Update**

Motion by Ridenour, second by Martinson. Motion passed unanimously

- 16. Approve Skilled Maintenance Worker II Job Description Update**

Motion by Ridenour, second by Martinson. Motion passed unanimously

- 17. Approve Heavy Equipment Technician Job Description Update**

Motion by Ridenour, second by Martinson. Motion passed unanimously

- 18. Approve Heavy Equipment Technician Salary Recommendation to Step A \$25.90 per hour – \$33.01 per hour**

Motion by Ridenour, second by Martinson. Motion passed unanimously

- 19. Approve Skilled Maintenance Worker III Job Description Update**

Motion by Ridenour, second by Martinson. Motion passed unanimously

- 20. Approve Skilled Maintenance Worker III Salary Recommendation to Step A \$25.90 per hour – \$33.01 per hour**

Motion by Ridenour, second by Martinson. Motion passed unanimously

- 21. Approve Lead Maintenance Worker Job Description Update**

Motion by Ridenour, second by Martinson. Motion passed unanimously

La Mesa-Spring Valley Schools, Personnel Commission Regular Meeting Minutes - Tuesday, February 18, 2020 4:30 p.m.

Approval of the Technology Job Family Study

22. **Approve the Creation of New Job Classification Assessment Data Specialist with Salary Recommendation Step A \$26.13 per hour to Step F \$33.36 per hour**
Motion by Ridenour, second by Martinson. Motion passed unanimously
23. **Approve Reclassification of Current Data Support Technician to Assessment Data Specialist (PC Rules and Regulations 30.300)**
Motion by Ridenour, second by Martinson. Motion passed unanimously
24. **Approve Computer Support Technician Job Description Update to IT Help Desk Technician**
Motion by Ridenour, second by Martinson. Motion passed unanimously
25. **Approve the Creation of New Job Classification Network Administrator with Salary Recommendation Step A \$25.14 per hour to Step F \$32.09 per hour**
Motion by Ridenour, second by Martinson. Motion passed unanimously
26. **Approve Reclassification of a Current Information Technology Technician to Network Administrator (PC Rules and Regulations 30.300)**
Motion by Ridenour, second by Martinson. Motion passed unanimously
27. **Approve Network Engineer Job Description Update**
Motion by Ridenour, second by Martinson. Motion passed unanimously

Approval of the Transportation Job Family Study

28. **Approve School Bus Driver Salary Recommendation to Step A \$19.88 per hour to Step F \$25.38 per hour**
Motion by Ridenour, second by Martinson. Motion passed unanimously
29. **Approve Transportation Scheduler/School Bus Driver Salary Recommendation To Step A \$20.89 per hour to Step F \$26.66 per hour**
Motion by Ridenour, second by Martinson. Motion passed unanimously
30. **Abolish School Bus Driver/Assistant Trainer Classification**
Motion by Ridenour, second by Martinson. Motion passed unanimously
31. **Approve School Bus Trainer/Dispatcher Salary Recommendation to Step A \$22.17 per hour to Step F \$28.25 per hour**
Motion by Ridenour, second by Martinson. Motion passed unanimously
32. **Approve Dispatcher Salary Recommendation to Step A \$23.28 per hour to Step F \$29.67 per hour**
Motion by Ridenour, second by Martinson. Motion passed unanimously

Approval of the Warehouse Job Family Study

33. **Approve Warehouse Worker/Delivery Driver Job Description Update**
Motion by Ridenour, second by Martinson. Motion passed unanimously
34. **Approve Warehouse Worker/Delivery Driver Salary Recommendation to Step A \$18.92 per hour Step F \$24.16 per hour**
Motion by Ridenour, second by Martinson. Motion passed unanimously
35. **Approve Storekeeper Job Description Update**
Motion by Ridenour, second by Martinson. Motion passed unanimously

La Mesa-Spring Valley Schools, Personnel Commission Regular Meeting Minutes - Tuesday, February 18, 2020 4:30 p.m.

36. Approve the Following Examination Announcements

- Central Kitchen Manager
- Extended School Services Lead Program Assistant
- Middle School Kitchen Manager
- School Bus Attendant

Motion by Ridenour, second by Martinson. Motion passed unanimously

37. Approve the Following Eligibility Lists

- Campus Attendant
- Extended School Services Program Aide
- Extended School Services Recreation Attendant
- Human Resources Technician
- Paraprofessional-Special Education
- Senior Custodian

Motion by Martinson, second by Ridenour. Motion passed unanimously

38. Approval of customer service stakeholder survey

Motion by Martinson, second by Babbitt, Ridenour opposed. Motion passed

INFORMATION SESSION

39. Discussion of the evaluation process of the Director, Classified Personnel.

Sardina, presented the pilot evaluation model the District will be implementing in the near future. The Commissioners, Sardina and Thomas discussed the model as it may pertain to the evaluation of the Director, Classified Personnel.

CLOSED SESSION

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

- Employment of the Director, Classified Personnel

41. Reconvene to Open Session

The Commissioners defined Thomas' working hours.

42. Motion by Babbitt, second by Martinson. Motion passed unanimously. Meeting adjourned at 6:00 p.m.

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the District's Personnel Commission, please contact the Personnel Commission Office at (619) 668-5700. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the District shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Personnel Commission in advance of their meetings may be viewed at the Personnel Commission Office located at 4750 Date Avenue, La Mesa, California 91942. In addition, if you would like a copy of any record related to an item on the agenda, please contact C. Xavier Thomas, Director, Classified Personnel, at 619-668-5700, Ext. 6483 or email at Xavier.thomas@lmsvschools.org