



La Mesa-Spring Valley Schools

Personnel Commission

Regular Meeting Minutes

Thursday, April 16, 2020 4:30 p.m.

This meeting is being held pursuant to Executive Order N-25-20 issued by California Governor Gavin Newsom on March 12, 2020, and Executive Order N-29-20 issued by the Governor on March 17, 2020. All commission members will attend the meeting by phone. Members of the public may participate via teleconference. The call in instructions for the public to attend the meeting are as follows:

Join Zoom Meeting

<https://us04web.zoom.us/j/493408494?pwd=Mk9PSk9RTTRweWtaVmNXLOtvd28wUT09>

Meeting ID: 493 408 494

Password: 9DSKVk

At the start of the meeting, the Commission Chair will ask if any attending members of the public wish to participate in the public comment section. The Chair will establish the order for public comments and enforce applicable time limits. The Chair will also explain how the technology will be used to enable each public comment participant to be heard by the Commission and other meeting attendees during his/her public comments.

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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 April 16, 2020 was called to order at 4:34 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, Member	X	present	<input type="checkbox"/>	absent

ACTION SESSION

4. **Approve the Agenda of the April 16, 2020 Regular Meeting as Amended**
Ridenour requested Action Item #19 be moved to information Item #15.
Motion by Martinson, second by Ridenour. Motion passed unanimously
5. **Approve the Minutes of the February 18, 2020 Regular Meeting as Amended**
Motion by Ridenour, second by Martinson. Motion passed unanimously
6. **Approve the Minutes of the March 10, 2020 Special Meeting as Amended**
Motion by Ridenour, second by Martinson. Motion passed unanimously
7. **Approve the Minutes of the March 23, 2020 Special Meeting as Amended**
Motion by Martinson, second by Ridenour. Motion passed unanimously

INFORMATION SESSION

8. Please note that due to the remote nature of this meeting, any communications can be requested after the conclusion of the meeting by emailing Andrea Rivera.
9. **Items from the Floor**
 - T.R. Lin, former Director, Classified Personnel, LMSV Schools (retired) expressed his concerns about Action item #19 (which was amended to Informational item #15) on the agenda. He stressed the importance of preserving the independence of the Personnel Commission by keeping the Director, Classified Personnel classification 100% funded by the Personnel Commission.
 - Alaina Reede, Director, Classified Human Resources, Vista Unified School District asked if the proposed Director, Classified Personnel job description is a new classification or a revision to the current job description. Rivera confirmed that the proposed job description is a revision to the current one. Reede also asked if the Commission would provide her with a copy of the current job description. Rivera informed her she will email her the job description.

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10. Information Items

- District Update –
 - Assistant Superintendent, Human Resources, Tina Sardina, advised she was at the bargaining table with the CSEA to ensure all employees are safe during the COVID-19 pandemic. She wished everyone well.
 - Assistant Superintendent, Business Services, Jennifer Nerat. Sardina spoke on behalf of Nerat. Sardina advised that Nerat sent her well wishes to all and she hopes to be at next month's Personnel Commission meeting.
- CSEA Update –
 - Chapter 419 President, Ahmad Swinton, wished everyone is safe during the unprecedented time. He had been working with the district to come to an agreement on an MOU that will help protect and honor the lives of our students and members.
- Personnel Update –
 - Interim Director, Classified Personnel, Andrea Rivera, advised even though social distancing and COVID-19 has been a real concern, PC staff continued to work to the best of their capacity while working remotely. PC staff has been working hard to scrub seniority dates, evaluation lists, and the PC rules and regulations. She advised that the sending of the Heath/Attendance Technician and Library and Learning Resources Technician layoff letters will resume soon. Letters will be sent out via DocuSign and she will be meeting with employees that are affected via a Zoom meeting.
- Personnel Commissioner Update - Personnel Commissioners
 - No Update

11. Job Family Studies Update – Ali Junker, HR Analyst, advised this year's job family studies are on Instructional Services, Library Services and Child Nutrition Services. This fall she was able to begin collecting job family review forms from Extended School Services and Child Nutrition. She still needs to get the review forms from Paraprofessionals and Library and Learning Resources Technicians. She is working on finding a creative way to get the forms disseminated to the employees, their managers and back to her without increasing exposure to anyone. She stated that as long as she is able to get all forms back within the next couple of months, her timeline should not be negatively affected.

12. Recruitment Update – Tina Cano, HR Specialist, advised she currently has 10 active recruitments with several others waiting for examinations. She stated Junker, Rivera and herself attended a webinar that focused on creative ways to administer merit examinations using technology. She is researching several different avenues and is hopeful to resume examinations as soon as possible.

13. First Reading of proposed budget for Personnel Commission for 2020-2021. Item will appear under Action Session at regular meeting in May 2020
Rivera detailed any changes or additions to this year's proposed budget.

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14. Discussion of Recent Survey Results of Personnel Commission Services

Rivera presented a PowerPoint slideshow detailing the results of all 14 questions asked in the recent survey of Personnel Commission services. The survey was disseminated to all Classified Staff, Classified Managers and Certificated Managers.

15. (Formerly Action item #19) Discussion of the draft Resolution 19-20-01 to Establish Shared Funding Model for Director, Classified Personnel Position and Job Description changes.

Superintendent, David Feliciano presented a PowerPoint slide show detailing many aspects of a dual-funded Director, Classified Personnel model. The Commissioners and Feliciano discussed this model at length. Babbitt directed Martinson to work with Rivera to conduct further research on the matter.

ACTION SESSION

Approval of the Technology Job Family Study

16. Approve IT Help Desk Technician Job Salary Recommendation to Step A \$23.50 per hour to Sept F \$29.96 per hour, along same time lines as approvals from February meeting

Motion by Ridenour, second by Martinson. Motion passed unanimously

17. Approve the Following Examination Announcements

- Cook
- Head Custodian
- Licensed Vocational Nurse
- Middle School Kitchen Manager
- School Office Assistant – Bilingual
- School Office Manager – Bilingual

Motion by Martinson, second by Ridenour. Motion passed unanimously

18. Approve the Following Eligibility Lists

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

Motion by Ridenour, second by Martinson. Motion passed unanimously

19. Approval to Extend the Following Eligibility Lists

- Extended School Services Site Lead
- Extended School Services Assistant Site Lead
- Warehouse Worker/Delivery Driver
- Storekeeper
- Human Resources Technician
- Human Resources Specialist

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Motion by Martinson, second by Ridenour. Motion passed unanimously

20. Approval to announce the open and promotional examination of Director, Classified Personnel

Commissioner Ridenour motioned to contact CSPCA to begin recruiting activities for a permanent personnel director. Ridenour's motion did not receive a second. After further discussion, Commissioner Martinson moved to charge Babbitt with oversight to ensure the recruitment is executed. Steve seconded the motion. By a vote of 2 in favor, 0 opposed and 1 abstention, Commissioners Martinson and Babbitt in favor and Commissioner Ridenour Abstaining. The motion passed.

CLOSED SESSION

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

- Public Employee Discipline/Dismissal/Release
- Conference with Legal Counsel - Anticipated Litigation (one case) (GC 54956.9)

ACTION SESSION

22. Reconvene to Open Session

- No Report

23. Motion by Ridenour, second by Martinson. Motion passed unanimously. Meeting adjourned at 7:51 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 Andrea Rivera, Emergency Interim Director, Classified Personnel, at 619-668-5700, Ext. 6368 or email at Andrea.Rivera@lmsvschools.org