



## **La Mesa-Spring Valley Schools**

### **Personnel Commission**

### **Special Meeting**

**Monday, June 15, 2020 2:00 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://us02web.zoom.us/j/84497563520?pwd=Y2lnTUVQMnp3UDRwaCt0TUk5ZXE5QT09>

*Meeting ID: 844 9756 3520*

*Password: 4zk0NN*

*Telephonic Password: 458701*

*Dial by your location*

*+1 669 900 9128 US (San Jose)*

**La Mesa-Spring Valley Schools, Personnel Commission Special Meeting  
Monday, June 15, 2020 2:00 p.m.**

*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. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call/Establishment of a Quorum**

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

**ACTION SESSION**

- 4. Approve the Agenda of the June 15, 2020 Special Meeting**

**INFORMATION SESSION**

- 5. 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 at [andrea.rivera@lmsvschools.org](mailto:andrea.rivera@lmsvschools.org)**
- 6. Discussion of the recruitment and exam process for Director, Classified Personnel.**

**CLOSED SESSION**

- 7. The Personnel Commission will adjourn to Closed Session pursuant to Government Code 54957(b)(1)**
  - Public Employee Appointment  
Title: Director, Classified Personnel
- 8. Reconvene to Open Session**
  - Report of Action, if any, from Closed Session
- 9. Adjournment**

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, Interim Director, Classified Personnel, at 619-668-5700, Ext. 6368 or email at [Andrea.Rivera@lmsvschools.org](mailto:Andrea.Rivera@lmsvschools.org)

**Director, Classified Personnel Recruitment  
May 2020**

		Timeline	
Action	Specifics	Dates	Person Responsible
Select an individual or consultant to lead the recruitment	Personnel Commissioner Steve Babbitt was selected to run the director recruitment.	April 16, 2020	Personnel Commissioners
Post Director Opening	NeoGov, EdJoin, Jobs Available, Internal LMSV (Posted May 5), Social Media, Email to CSPCA Blast and Website & HR Communities	May 15 to June 5, 2020 (3 weeks)	CSPCA President Phillip J. Gordillo, PC & HR Specialists, Tina Cano & Katie Kenley
Develop and post Supplemental Questions	Include supplemental questions in the posting	May 14	Phillip J. Gordillo & Tina Cano
Paper Screen	Screen for minimum qualifications and supplemental questions	May 15 - June 5, 2020	Consultant Rick Labib-Wood, Tina Cano, and Katie Kenley
Develop Oral General Fitness and Technical Exams	Develop oral general fitness and technical exams and scoring criteria	May 15-June 15, 2020	Phillip J. Gordillo and CODESP test bank questions  <b>A special PC meeting scheduled for Monday, June 15 to get input from Personnel Commissioners regarding exams. Personnel Commissioner, Steve Babbitt will also provide an update regarding recruitment.</b>

<p>Panel for Oral General Fitness and Technical Exams</p>	<p>Recruit panel members to administer oral Technical/Fitness exam  <b>Technical:</b> Eric Hall, Eric Hall &amp; Associates, Former PC Commissioner, Carol Gutschmidt, Escondido Union School District, and Director, Classified Personnel, Garden Grove Unified School District, Suzy Seymour  <b>General Fitness:</b> Nancy Mc Daniel, CSEA, Oldia Jean Gilles, CSEA, Jon McEvoy, Principal, and Jennifer Nerat, CBO  Zoom Operators: Tina Cano &amp; Ali Junker</p>	<p>May 15-June 15, 2020</p>	<p>Steve Babbitt, Chair</p> <p>Phillip J. Gordillo and PC Director, EUSD, Amy Lawton made recommendations for Steve Babbitt to consider when making his selections.</p> <p>The goal is to select individuals for the Technical panel that are considered subject matter experts. Both panels must be neutral and uphold the tenets of the merit system.</p> <p>Individuals must have a reputation for fairness and neutrality to ensure the recruitment is based on merit.</p>
<p>Candidate invitations to oral panel examinations</p>	<p>Contact candidates for oral exams</p>	<p>May 15 - June 15, 2020</p>	<p>Katie Kenley</p>
<p>Disseminate special instruction to raters and instructions to the candidates</p>	<p>Instructions will be disseminated via Docusign.  EdCode 45317 will be reviewed regarding the penalties if materials are shared.</p>	<p>June 18, 2020</p>	<p>Katie Kenley</p>
<p>Administer Oral General Fitness and Technical</p>	<p>Set up Zoom for panel. Proctors will facilitate the exams.</p>	<p>June 19, 2020</p>	<p>Ali Junker &amp; Tina Cano serving as proctors</p>

Exams	Panel members will receive exam materials just before proctor briefing.		
Score Oral General Fitness and Technical Exams and Calculate Combined Score	Determine top three (3) ranks	June 22, 2020	Rick Labib-Wood, Katie Kenley, & Tina Cano
Candidate invitations to final interview	Contact candidates for final interview	June 23	Katie Kenley
Reference checks	Conduct reference checks for the top 3 ranks prior to final interview	June 23 -24	Rick Labib-Wood & Katie Kenley
Interview with Personnel Commissioners and Superintendent (Special PC Meeting)	Contact finalist(s) and set up Zoom for panel	June 25, 2020	Personnel Commissioners The application (bios), resume, cover letter, answers to supplemental questions, as well as letters of recommendations of the top three ranks will be given to the hiring manager.
Board Approval	Prepare Board note	June 30, 2020	Assistant Superintendent, Human Resources