



La Mesa-Spring Valley Schools

Personnel Commission

Regular Meeting Minutes

Thursday, June 18, 2020 2:30 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://us02web.zoom.us/j/84528523455?pwd=ZU9KT216OGtISVZNTDI6NG5HNlJlUT09>

Meeting ID: 845 2852 3455

Password: 1hX3ZU

Telephonic Password: 781202

Dial by your location

+1 669 900 9128 US (San Jose)

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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.

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.

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 regular meeting of June 18, 2020 was called to order at 2:32 p.m. by Commission Chair 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
Jeremy Martinson	X	present	<input type="checkbox"/>	absent

ACTION SESSION

- 4. Approve the Agenda of the June 18, 2020 Regular Meeting**
Motion by Martinson, second by Ridenour. Motion passed
- 5. Approve the Minutes of the May 14, 2020 Regular Meeting as Amended**
Motion by Ridenour, second by Martinson. Motion passed

INFORMATION SESSION

- 6. Items from the Floor**
None

- 7. Information Items**

- District Update -
 - Assistant Superintendent, Human Resources, Tina Sardina, advised she wanted to attend her last Personnel Commission meeting before she retires after 32 years of working for La Mesa-Spring Valley Schools. She

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expressed her gratitude to the Commission for their support. She advised Dr. Ernesto Villanueva is the new Assistant Superintendent, Human Resources who will take over on July 1, 2020.

- Assistant Superintendent, Business Services, Jennifer Nerat Sardina spoke on behalf of Nerat. She advised Nerat has been working hard on the budget for next year and continues to work on a future bond proposal.
 - CSEA Update – Chapter 419 President, Ahmad Swinton. Sardina advised Swinton was unable to attend the meeting, therefore she spoke on Swinton’s behalf. Sardina advised the CSEA is looking to bargain the impacts of opening the schools next year as well as working on launching various professional development opportunities.
 - Personnel Update – Emergency Interim Director, Classified Personnel, Andrea Rivera, advised Commission staff have noticed all employees affected by the recent layoffs approved by the Governing board in March. In addition, PC staff have been working with the District and the CSEA to assist with staffing for Child Nutrition over the summer in accordance with the current COVID-19 MOU. Lastly, staff has been working with Human Resources to push out a blended First Aid/CPR course that allows a portion of the training to be completed online with the hands on portion to be completed at a later date. This will allow continuity for the classifications that require certifications.
 - Personnel Commissioner Update - Personnel Commissioners. Ridenour requested a list of classifications that have been working during the shutdown so that they can be recognized. In addition, she would like to know how the classified staff will be affected for the changes that are going to be made for the next school year. Ridenour requested that, once the new Director is in place, a workshop be scheduled to set procedures, goals and expectations so the Commission will be working from the same page.
- 8. Job Family Studies Update** – Ali Junker, HR Analyst, advised she sent invitations to 385 employees in 11 or 12 classifications from the Instructional and Library Services job families. She gave each employee two weeks to submit their input on their job versus their classification’s job description via a Google Worksheet that she created. Once all feedback was submitted, she compiled all the information in a PDF and created a Google form for the supervisor to submit their responses to the employee’s feedback.
- 9. Recruitment Update** – Tina Cano, HR Specialist, advised she had recently completed the first oral exam via Zoom for the Head Custodian classification. She expressed her gratitude for the green light to proceed with some written exams at the Education Center while adhering to social distancing guidelines. She also advised the Director, Classified Personnel oral exam is scheduled for the next day and she wanted to go on the record to thank Katie Kenley, HR Specialist, for all of her hard work on this recruitment.

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ACTION SESSION

10. Approve the Following Eligibility Lists

- **Head Custodian**

Motion by Ridenour, second by Martinson. Motion passed

11. Approval of the July–December 2020 Personnel Commission Regular Meeting Dates

July 16, 2020	4:30 p.m.
August 20, 2020	4:30 p.m.
September 17, 2020	4:30 p.m.
October 15, 2020	4:30 p.m.
November 19, 2020	4:30 p.m.
December 17, 2020	4:30 p.m.

The Commissioners discussed the upcoming Personnel Commission meeting dates and decided to change all regular meetings to the 3rd Monday of each month.

Motion by Martinson, second by Ridenour. Motion passed

12. Motion by Martinson, second by Ridenour. Motion passed unanimously. Meeting adjourned at 3:07 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