



La Mesa-Spring Valley Schools

Personnel Commission

Regular Meeting Minutes

Monday, July 20, 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 or Zoom. Members of the public may participate via teleconference. The instructions for the public to attend the meeting are as follows:

Join Zoom Meeting:

<https://us02web.zoom.us/j/89520046944?pwd=TkZ6WFhpdEdWSWlreUowUEtjODNIUT09>

Meeting ID: 895 2004 6944

Password: 1m6mVy

Telephonic Password: 326738

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 meeting of July 20, 2020 was called to order at 4:31 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 July 20, 2020 Regular Meeting**
Motion by Ridenour, second by Martinson. Motion passed
- 5. Approve the Minutes of the June 15, 2020 Special Meeting**
Motion by Ridenour, second by Martinson. Motion passed
- 6. Approve the Minutes of the June 18, 2020 Regular Meeting**
Motion by Ridenour, second by Martinson. Motion passed
- 7. Approve the Minutes of the July 1, 2020 Special Meeting**
Motion by Ridenour, second by Martinson. Motion passed

INFORMATION SESSION

- 8. Items from the Floor**
None

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9. Information Items

- District Update -
 - Assistant Superintendent, Human Resources, Dr. Ernesto Villanueva, introduced himself and advised he recently celebrated two weeks working for the District and he expressed his excitement for working with La Mesa-Spring Valley Schools.
 - Assistant Superintendent, Business Services, Jennifer Nerat was unable to attend the meeting. Villanueva spoke on her behalf and advised Cabinet is working closely with CSEA bargaining group developing the distance learning plan which will be implemented for the 20-21 school year.

- CSEA Update – Chapter 419 President, Ahmad Swinton, was at conference and unable to attend the meeting. Nancy McDaniel, Chief Union Steward, spoke on his behalf. McDaniel advised CSEA is currently in negotiations with the district regarding the reopening of schools. She welcomed the new Director, Classified Personnel, Andrea Rivera, and expressed her excitement in working with her and the Personnel Commission.

- Personnel Update – Director, Classified Personnel, Andrea Rivera, addressed a request for information from Commissioner Ridenour regarding classified employees who have still been reporting to work during the school closures. Rivera advised 32-34 Child Nutrition Services workers at five different school sites have served over 261,000 meals from March 16th through June 16th. Throughout the closure, at least one Custodian was required to report to work at each site. Additionally, a handful of Campus Attendants, Paraprofessional-Special Education, and other classifications assisted periodically with technology and packet distribution. As of June 1st, all classified staff, Maintenance & Operations staff, Health/Attendance Technicians and School Office Managers were required to return to work and to work with their direct supervisors to determine their specific reporting schedule. As of June 22nd, the front desk receptionist at the Education Center was required to return to work and Extended School Services began working onsite and opened to students for summer break. Rivera also advised there is a conflict with upcoming regular meeting dates and times. Commissioner Babbitt asked Rivera to find out which dates and times would be most convenient for Cabinet members and CSEA so they can attend the meetings.

- Personnel Commissioner Update – Commissioner Martinson requested when time permits for Rivera to look into updating the Rules & Regulations as well as follow up on the initial survey results.

10. Job Family Studies Update – Ali Junker, HR Analyst, advised the current job families under review are Instruction, Extended School Services, Child Nutrition, and Library Services. The entire study takes a lot of back and forth of information: with the incumbents, with managers, and sometimes multiple levels of managers. She is currently working with the program managers with the Paraprofessional-Special Education classification within the Instruction job family to ensure that the job description is accurate. We had several incumbents who had many suggestions and comments, and

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she wants to make sure they are being heard. Many of the ESS job descriptions were either created or updated in recent years, and so they will not need too much work. However, since our ESS program is unique compared to our benchmark districts, we use the Paraprofessional classifications for salary alignment, so she will need to complete the Instruction job family before she can complete the ESS Job Family. She also advised she is close to finalizing the job descriptions for Child Nutrition Services. Once the job descriptions are done, they will be ready for her to complete a salary analysis with our benchmark districts. In addition, she has forwarded comments from our Library and Learning Resources Technicians to their principals, and compiled them with her initial analysis and have sent them to Cara Serban-Lawler, Director, Technology and Learning Resources for her response. It has been difficult to adjust to the process slowing a bit because she is unable to track managers down for a quick question as she has to wait for their email response. Overall, she feel that we are making good, steady progress.

11. Recruitment Update – Tina Cano, HR Specialist, advised she currently has five recruitments open for applications; Paraprofessional-Special Education, Paraprofessional-Preschool, ESS Program Aide, Senior Custodian and Middle School Kitchen Manager. She was recently given the green light to move forward with the testing process for a few recruitments, SOM-Bilingual and Gardener, that have been put on hold. She recently completed her fourth Zoom oral exam and is very pleased that they have all gone very smoothly. In addition, she expressed her gratitude to Junker for her hard work on the Skilled Maintenance Worker II recruitment and examination process.

12. Regular Personnel Commission Meeting Schedule

August 17, 2020	4:30 p.m.
September 21, 2020	4:30 p.m.
October 19, 2020	4:30 p.m.
November 16, 2020	4:30 p.m.
December 21, 2020	4:30 p.m.

ACTION SESSION

13. Approve the Following Examination Announcements

- **Health/Attendance Technician**
- **Lead Store Keeper**
- **Library and Learning Resources Technician**
- **Middle School Kitchen Manager**
- **Senior Custodian**

Motion by Ridenour, second by Martinson. Motion passed

14. Approve the Following Eligibility Lists

- **Central Kitchen Manager**
- **Director, Classified Personnel**
- **School Office Assistant – Bilingual**

Motion by Martinson, second by Ridenour. Motion passed

15. Motion by Ridenour, second by Martinson. Motion passed unanimously. Meeting adjourned at 4:58 p.m.

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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, Director, Classified Personnel, at 619-668-5700, Ext. 6368 or email at Andrea.Rivera@lmsvschools.org