



La Mesa-Spring Valley Schools

Personnel Commission

Regular Meeting Minutes

Wednesday, September 9, 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/87931229985?pwd=SDR1c1JMS1EvY0RwbGxSODFxTmV6Zz09>

Meeting ID: 879 3122 9985

Passcode: 6XV60J

Telephonic Password: 221174

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 September 9, 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 September 9, 2020 Regular Meeting**
Motion by Martinson, second by Ridenour. Motion passed.
- 5. Approve the Minutes of the August 17, 2020 Regular Meeting**
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, Dr. Ernesto Villanueva, advised they are continuing to look toward October 12th as the current day in which students return to hybrid learning where 50% of students would return to in-person school on Tuesdays and Thursdays and the other 50% would be learning from home. Then, the students who were home Tuesdays and Thursdays would go to their school site on Wednesdays and Fridays with Monday being a planning day for Teachers where all students would learn remotely. Cabinet is working very hard to work out the details of this hybrid learning model. Commissioner Martinson asked if there needs to be a specific number of families who opt for their

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student to continue distance learning versus in person school to continue with this model. Villanueva advised cabinet is currently working on these details and different scenarios that may arise. He added, the ultimate goal is the highest quality of instruction possible. Commissioner Ridenour asked if enrollment will affect the current budget. Villanueva advised the District will not be adversely effected in a budgetary standpoint this year due to decreased enrollment as we are being funded in the same format as last year. However, they continue to monitor enrollment.

- Assistant Superintendent, Business Services, Jennifer Nerat was unable to attend.
- CSEA Update – Chapter 419 President, Ahmad Swinton was unable to attend, however, John Sullivan advised there are still many questions about reopening of schools, but he is hopeful that many of those questions will be answered at the upcoming ratification meeting. He added the negotiation team and the District worked tirelessly to come up with an agreement that would keep all students and staff feeling safe when returning to school.
- Personnel Update – Director, Classified Personnel, Andrea Rivera, advised over the past month, she and Alison Junker, Human Resources Analyst have been working on tying up the remaining campus attendant layoff notifications since receiving the green light to offer vacant positions to those affected. Additionally, the team has been very flexible in working to assess and reassess recruitment needs as the priorities change in our fluid dynamic between distance learning, hybrid learning, and everything that comes with it. She expressed her gratitude to Tina Cano and Alison Junker for always being ready to jump when duty calls.
- Personnel Commissioner Update - Personnel Commissioners
None

8. Job Family Studies Update – Ali Junker, HR Analyst, advised we continue to receive feedback and other pertinent information from our managers. She is grateful to them for responding to her questions while still dealing with the ever-changing challenges. She has moved from the job description update to the salary analysis for the Child Nutrition Services family. Although this study is taking longer than anticipated, she excited that we are making great progress and keep moving the project forward.

9. Recruitment Update – Tina Cano, HR Specialist, advised we continue to recruit for the Paraprofessional-Preschool classification which can be a challenge due to the specific minimum qualification each candidate must possess in order to work in our state-funded preschools. In addition, she has recently been given the green light to move forward with a few recruitments that have been put on hold due to school closures, such as; Heavy Equipment Technician and Paraprofessional-Special Education. We currently have 27 Paraprofessional-Special Education vacancies, therefore; she and Junker will be working together to hold exams every two weeks so that sites can begin filling vacancies in anticipation of in person classes starting on October 12th. In regards to eligibility lists, she advised it has been a very busy couple of weeks of creating lists. One being the Skilled Maintenance Worker II list which was quite an elaborate recruitment and examination process. She expressed gratitude to Ali Junker for her hard work in collaborating with Jason Brust, Director, Maintenance and Operations to build what now, she believes is a

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strong list of candidates to fill 2 vacancies from. She anticipates that the workload will increase even more as school resumes to in-person instruction.

REPORTS OF STAFF

10. 2019 – 2020 Personnel Commission Annual Report. Rivera presented the annual report and briefly went over any changes or additions from last year's annual report.

ACTION SESSION

11. Approval of 2019 – 2020 Annual Report for Submission to Board of Education as Amended.

Motion by Martinson, second by Ridenour. Motion passed

12. Approve the Following Examination Announcements

- **Campus Attendant (continuous)**
- **Paraprofessional-Special Education (continuous)**
- **Senior Custodian**

Motion by Ridenour, second by Martinson. Motion passed.

13. Approve the Following Eligibility Lists

- **Gardener**
- **Health/Attendance Technician**
- **Middle School Kitchen Manager**
- **School Office Manager - Bilingual**
- **Skilled Maintenance Worker II**

Motion by Martinson, second by Ridenour. Motion passed

CLOSED SESSION

14. The Personnel Commission will adjourn to Closed Session pursuant to Government Code 54954.5

- **Public Employee Discipline/Dismissal/Release**
No Report

15. Motion by Ridenour, second by Martinson. Motion passed unanimously. Meeting adjourned at 5:43 p.m.

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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

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on the agenda, please contact Andrea Rivera, Director, Classified Personnel, at 619-668-5700, Ext. 6483 or email at Andrea.Rivera@lmsvschools.org