



# **La Mesa-Spring Valley Schools**

## **Personnel Commission**

### **Regular Meeting Minutes**

**Wednesday, October 14, 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:*

*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](mailto: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.*

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## OPENING PROCEDURE

1. The meeting of October 14, 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 October 14, 2020 Regular Meeting as amended**  
*Motion by Ridenour, second by Martinson. Motion passed unanimously.*
5. **Approve the Minutes of the September 9, 2020 Regular Meeting**  
*Motion by Ridenour, second by Martinson. Motion passed unanimously.*

## INFORMATION SESSION

### 6. Items from the Floor

*None.*

### 7. Information Items

- District Update -
  - Assistant Superintendent, Human Resources, Dr. Ernesto Villanueva  
Dr. Ernesto Villanueva, Assistant Superintendent, Human Resources, advised he appreciates the work of the Personnel Commission and all employees. Villanueva advised LMSV Schools is still planning on students returning November 30, 2020. Surveys were sent out to the families to see if they would like their students to attend school in person or hybrid. Villanueva advised that the District has a great communication with CSEA regarding employees returning. Martinson asked about the participation and results of the survey. Villanueva advised that it is quite varied from school site to school site. The survey has not officially closed yet. For families that do not respond; the child will be placed in the online program. School staff members have been making phone calls to families that have not submitted a response. Martinson asked about classified staffing levels and the varied educational environment. Villanueva referenced the communication with CSEA an flexibility of the classified staff. The District has been looking carefully and working closely with PC team on filling current vacancies. Ridenour asked about predictions of the enrollment, school schedules, and the budget. Villanueva advised Cabinet looks at the numbers two times/week and expressed optimism with the numbers based on the current COVID environment.

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- Assistant Superintendent, Business Services, Jennifer Nerat  
Jennifer Nerat, Assistant Superintendent, Business Services, advised that the projections for enrollment were 600 down from last year, and lost about 300 due to COVID. There was a fear that the numbers were much greater. LMSV Schools will be held harmless for enrollment for this year due to COVID.
  - CSEA Update – Chapter 419 President, Ahmad Swinton  
None.
  - Personnel Update – Director, Classified Personnel, Andrea Rivera  
Andrea Rivera, Director, Classified Personnel, advised that the past month has been busy as the PC team worked to ensure they are supporting the district's classified recruitment needs as the La Mesa-Spring Valley prepares the begin hybrid instruction. Rivera continued the PC staff are working to be as flexible as possible while ensuring they are following the correct processes. It is important to recognize there are areas in which they can and are more than happy to find flexibility and there are other areas where it may be more difficult to find flexibility. Rivera informed that she is very proud of the team for filling the number of vacancies they have in the past month. They have filled approximately half of the Paraprofessional-Special Education vacancies since the last PC meeting. That's roughly 15 vacancies in just one classification. Additionally, when PC took on hiring interviews last year, the one department that had not moved over from HR was Extended School Services. The reason for this was to ensure PC staff was not overburdened by the increase in volume of work. As of last week, PC has now transitioned the responsibility for hiring interviews for the ESS department from HR to fully encompass all hiring interviews for the district as HR brought this PC attention recently Rivera advised the focus for the next month will be on recruitment and on the Family Study as Ali Junker, Human Resources Analyst, is working diligently to close out the 19/20 year.
  - Personnel Commissioner Update - Personnel Commissioners  
None.
- 8. Job Family Studies Update – Ali Junker, HR Analyst**  
Ali Junker, HR Analyst advised she continues to make progress on our current job family studies. She stressed that the Job Family Study is a collaborative process and she really appreciates the employee and manager input that she has been receiving. She is in the final stages of the salary analysis for the Child Nutrition Job family. Although she is still working on some job description details, she is able to begin the salary portion for the Library Services and Instruction job families.
- 9. Recruitment Update – Tina Cano, HR Specialist**  
Tina Cano, HR Specialists advised she currently has nine active recruitments open with several being Campus Attendant for various sites in hopes of being able to fill many vacancies before school resumes to in-person in November. She also advised she and Junker continue to work as a team to recruit for Paraprofessional-Special Education by holding examinations every two weeks. In addition, due to COVID-19, she continues to

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hold written exams at the Education Center adhering to social distancing guidelines and oral examination via Zoom in order to build eligibility lists.

## 10. Election of Officers

Election and Approval of \_\_\_\_\_ to be Chairperson of the Personnel Commission for the 2021 term.

Was on agenda as action item as item #13. Agenda amended to move to information item. Ridenour expressed her concern of the timing of the information item.

## 11. Election of Officers

Election and Approval of \_\_\_\_\_ to be Vice-Chairperson of the Personnel Commission for the 2021 term.

Was on agenda as action item #14. Agenda amended to move to information item. Ridenour expressed her concern of the timing of the information item.

## ACTION SESSION

## 12. Swearing in of the Board Appointed Commissioner

Commissioner Babbitt read and swore the oath.

## 13. Election of Officers

Election and Approval of \_\_\_\_\_ to be Chairperson of the Personnel Commission for the 2021 term.

Agenda amended to move to information item.

## 14. Election of Officers

Election and Approval of \_\_\_\_\_ to be Vice-Chairperson of the Personnel Commission for the 2021 term.

Agenda amended to move to information item.

## 15. Approve the Following Examination Announcements

- **Custodian**
- **Elementary School Kitchen Manager I**
- **Extended School Services Assistant Lead**
- **Extended School Services Lead Program Assistant**

*Motion by Ridenour, second by Martinson. Motion passed unanimously.*

## 16. Approve the Following Eligibility Lists

- **Extended School Services Assistant Lead**
- **Extended School Services Recreation Attendant**
- **Library and Learning Resources Technician**
- **Paraprofessional-Special Education**

*Motion by Martinson, second by Ridenour. Motion passed unanimously.*

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**17. Approve to Extend the Following Eligibility Lists**

- **Central Kitchen Manager**
- **Head Custodian**
- **Human Resources Specialist**

*Motion by Ridenour, second by Martinson. Motion passed unanimously.*

**CLOSED SESSION**

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

- Public Employee Discipline/Dismissal/Release
- Employment of the Director, Classified Personnel

**Nothing to report out from closed session.**

**19. Adjournment**

*Motion by Ridenour, second by Martinson. Motion passed unanimously. Meeting adjourned at 6:19 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 on the agenda, please contact Andrea Rivera, Director, Classified Personnel, at 619-668-5700, Ext. 6483 or email at [Andrea.Rivera@lmsvschools.org](mailto:Andrea.Rivera@lmsvschools.org)