



La Mesa-Spring Valley Schools

Personnel Commission

Regular Meeting Minutes

Tuesday, November 10, 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.

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 November 10, 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 November 10, 2020 Regular Meeting.**
Motion by Ridenour, seconded by Martinson. Motion passed unanimously.
5. **Approve the Minutes of the October 27, 2020 Special Meeting**
Motion by Ridenour, seconded by Babbitt. Motion passed unanimously.
6. **Approve the Minutes of the October 14, 2020 Regular Meeting**
Motion by Ridenour, seconded by Martinson. Motion passed unanimously.

INFORMATION SESSION

7. Items from the Floor

None.

8. Information Items

- District Update -
 - Jenine Henry, Director, Human Resources, spoke on behalf of Dr. Ernesto Villanueva, Assistant Superintendent, Human Resources. Henry advised since San Diego County has moved to the purple tier LMSV can continue to serve students in the same fashion, but will not be able to reopen as originally planned for November 30, 2020. Henry advised the entire Human Resources department is working diligently to improve processes remotely. Henry expressed her gratitude for PC working with HR on filling vacancies.
 - Assistant Superintendent, Business Services, Jennifer Nerat
None.
- CSEA Update – Chapter 419 President, Ahmad Swinton
None.
- Personnel Update – Director, Classified Personnel, Andrea Rivera
Andrea Rivera, Director, Classified Personnel, advised this month has been largely focused on working towards filling vacancies in anticipation of reopening in a hybrid environment on November 30th. Although there has been uncertainty due to

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county COVID statistics, we have been presented with unique challenges that are making our recruitments a bit more challenging so we're pushing forward and getting creative with our efforts. She expressed her appreciation to Tina Cano and Ali Junker's creativity in coming up with ideas as we seek to bolster our candidate pools.

Additionally, she has begun meeting with the classified directors and is hopeful that sitting in on their meetings will help her learn about questions and concerns as they arise. She hopes to be able to use this as a forum to teach them more about our process.

- Personnel Commissioner Update - Personnel Commissioner Ridenour requested the Personnel Commission to consider adding line items to the 2021-2022 budget to cover the cost of a hearing officer and part or full-time help. Ridenour requested a plan to be in place to cover the Director position if Rivera is out due to vacation or illness. Ridenour requested a calendar to reflect important dates according to Ed Code and updated Personnel Commission Rules and Regulations. Ridenour would like the calendar to be provided along with copies of the Personnel Commission Rules and Regulations. Ridenour suggested PC staff reach out to PTAs and ask to include recruitment information in their newsletters. Ridenour suggested using social media for example, "Next Door" to increase our recruitment numbers.

Martinson advised that he would like the Personnel Commission Rules and Regulations to be updated and would like to know about the PC survey next steps. In light of these challenging times, the director should take up these items as time permits.

9. Job Family Studies Update – Ali Junker, HR Analyst

Ali Junker, HR Analyst advised she has concluded the Library Services Job Family Study including salary analysis, is finalizing salary numbers for the Child Nutrition Services Job Family Study, and has just received feedback on the final job description and can now proceed with the Instruction Job Family. The Instruction Job Family is the majority of the current studies and includes all paraprofessional classifications and Extended School Services classifications.

10. Recruitment Update – Tina Cano, HR Specialist

Tina Cano, HR Specialists advised although school will not resume to in-person on November 30th, we continue to recruit for many positions that are needed throughout the District. We currently have 14 active recruitments with 8 of those being Campus Attendant. Unfortunately, we are finding that there has been a significant decrease in Campus Attendant applications. Typically, Campus Attendants have some sort of connection with the site such as; a parent, grandparent, or big brother or sister. Without students on campus, she believes there are missed opportunities for staff to essentially recruit for their vacancies. Therefore; we are currently creating a flyer that each site who has vacancies can send home via PeachJar to get the word out that there is a need at their site. We are also creating a flyer for the PPSE classification because there has been a significant drop in applications there as well. We are hopeful that these flyers will help increase the number of applications in both classifications so that we can have each site staffed appropriately for distance learning support and for when students can return to in-person classes.

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11. Discuss Regular Personnel Commission Meeting Schedule Dates for January 2021 – June 2021

Rivera advised that she spoke with Cabinet and CSEA about the best days for PC to schedule meetings. The commissioners discussed their availability. The commissioners want to hold meetings on days that are better for the stakeholders, and determined Tuesdays would be best. Babbitt charged Rivera with coordinating PC meeting dates so that they do not land on the same dates as Board meetings.

ACTION SESSION

12. Approve the Following Examination Announcements

- **Child Nutrition Services I**
- **Child Nutrition Services II**
- **Payroll and Benefits Specialist**
- **School Office Manager**

Motion by Ridenour, seconded by Martinson. Motion passed unanimously.

13. Approve the Following Eligibility Lists

- **Elementary School Kitchen Manager I**
- **Paraprofessional-Special Education**
- **Senior Custodian**

Motion by Martinson, seconded by Ridenour. Motion passed unanimously.

14. Approve to Extend the Following Eligibility Lists

- **School Office Assistant – Bilingual**

Motion by Ridenour, seconded by Martinson. Motion passed unanimously.

CLOSED SESSION

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

- Public Employee Discipline/Dismissal/Release (Gov. Code §54957; Educ. Code §45302, et seq.)
- Public Employee Performance Evaluation (Gov. Code §54957), Director, Classified Personnel

Nothing to report out from closed session.

16. Adjournment

Motion by Martinson, second by Ridenour. Motion passed unanimously. Meeting adjourned at 5:30 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

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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. 6483 or email at Andrea.Rivera@lmsvschools.org