



# La Mesa-Spring Valley Schools

## Personnel Commission

### Regular Meeting Minutes

**Wednesday, December 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:*

*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.*

**La Mesa-Spring Valley Schools, Personnel Commission Regular Meeting  
Minutes**

**Wednesday, December 9, 2020 4:30 p.m.**

**OPENING PROCEDURE**

1. The meeting of December 9, 2020 was called to order at 4:32 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 December 9, 2020 Regular Meeting**  
*Motion by Martinson, seconded by Ridenour. Motion passed unanimously.*
5. **Approve the Minutes of the November 10, 2020 Regular Meeting as Amended.**  
*Motion by Ridenour, seconded by Martinson. Motion passed unanimously.*
6. **Approve the Minutes of the November 18, 2020 Special Meeting**  
*Motion by Ridenour, seconded by Martinson. Motion passed unanimously.*

**INFORMATION SESSION**

**7. Items from the Floor**

*None*

**8. Information Items**

- District Update -
  - Assistant Superintendent, Human Resources, Dr. Ernesto Villanueva, wished all Happy Holidays and introduced Jenine Henry, Director of Human Resources to provide the update. Henry advised a new Human Resources Technician has been given a job offer and the recruitment is currently in process to fill the other vacancy. In addition, the district has been working with CSEA in order to address the minimum wage increase that goes into effect 1/1/21. She also advised the district continues to support and enforce health and safety in the district around COVID-19 and ensure all protocols are being implemented. The district is also working with CSEA on a side letter to allow Campus Attendants, Library & Learning Resources Technicians and Paraprofessional-Special Educations to go from a five day work week to a four day work week when students return to in-person classes to offer additional support to students since they will be following a hybrid model where Monday is an asynchronous day.
  - Assistant Superintendent, Business Services, Jennifer Nerat.  
*None*
- CSEA Update – Chapter 419 President, Ahmad Swinton

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*None*

- Personnel Update – Director, Classified Personnel, Andrea Rivera  
Andrea Rivera, Director, Classified Personnel, advised despite all of the COVID restrictions, the team has been hard at work recruiting and working on the job family studies. She expressed her appreciation to Ali Junker, HR Analyst and Tina Cano, HR Specialist for their flexibility and willingness to rise to the occasion as certain aspects of our work changes. In addition, she briefly mentioned that she has been working on a standard binder or template of sorts that map out the entire year for personnel commission business. It will include examples of agenda items for both PC meetings and board meetings that we must submit board items as applicable as well as periodicity and other pertinent information. She is still deciding what the best method to share this information is because it almost needs to be in hard copy format, though she prefers things to be electronic if possible. Nevertheless, she is gathering and organizing this information in hopes we will have a clear reference or guidebook of sorts if ever needed in the future.

- Personnel Commissioner Update - Personnel Commissioners

*None*

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

Ali Junker, Human Resources Analyst, advised she has completed the Instruction, Child Nutrition, and Library Services job family studies. She and Rivera have met with both the district and CSEA bargaining teams to ensure all understand the data before the teams meet to bargain. Junker advised that she has already begun preparations and data collection for the next job family study on the Administrative job family, which includes all clerical staff, including Human Resources.

## **10. Recruitment Update – Tina Cano, HR Specialist**

Tina Cano, HR Specialist advised it is business as usual. She continues to recruit and hold examinations. All oral exams are conducted via Zoom Meetings and all written exams are held in the boardroom at the Education Center. She advised there are several rules in place to minimize the chance of anyone contracting Covid-19, such as; no more than 10 test takers in the room at a time, all seats are more than 6 feet apart, temperatures are taken upon arrival and all test takers bring their own #2 pencils. In addition, she advised we currently have nine active recruitments, but still see a decline in applications for the Paraprofessional-Special Education, ESS Program Aide and Campus Attendant classification. She was hoping the flyer sent out last month to all school sites and shared on social media would bring an increase in applications, but sadly it doesn't seem like it has. She believes this may just be a sign of the times considering San Diego County is in a mandatory lock down.

## **ACTION SESSION**

### **11. Election of Officers**

Election and Approval of Jeremy Martinson to be the Chairperson of the Personnel Commission for the 2021 term.

*Motion by Babbitt, seconded by Martinson. Motion passed with two aye votes and one nay vote.*

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Minutes**

**Wednesday, December 9, 2020 4:30 p.m.**

**12. Election of Officers**

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

*Motion by Martinson, seconded by Babbitt. Motion passed with two aye votes and one nay vote.*

**13. Approval of the January – December 2021 Personnel Commission Regular Meeting Dates and Times**

January 19, 2021	4:00 p.m.
February 16, 2021	4:00 p.m.
March 16, 2021	4:00 p.m.
April 20, 2021	4:00 p.m.
May 25, 2021	4:00 p.m.
June 22, 2021	4:00 p.m.
July 20, 2021	4:00 p.m.
August 17, 2021	4:00 p.m.
September 21, 2021	4:00 p.m.
October 19, 2021	4:00 p.m.
November 16, 2021	4:00 p.m.
December 7, 2021	4:00 p.m.

*Motion by Ridenour, seconded by Babbitt. Motion passed unanimously.*

**14. Approve the Following Examination Announcements**

- **Child Nutrition Services Cook**
- **Gardener**
- **Heavy Equipment Technician**
- **Human Resources Technician**
- **Office Assistant II**
- **Office Assistant II - Bilingual**

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

**15. Approve the Following Eligibility Lists**

- **Campus Attendant**
- **ESS Lead Program Assistant**

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

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

- **Lead Storekeeper**
- **Middle School Kitchen Manager**
- **School Office Manager - Bilingual**

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

**CLOSED SESSION**

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

# La Mesa-Spring Valley Schools, Personnel Commission Regular Meeting Minutes

Wednesday, December 9, 2020 4:30 p.m.

- 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.*

## **17. Adjournment**

*Motion by Martinson, second by Ridenour. Motion passed unanimously. Meeting adjourned at 5:09 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, Director, Classified Personnel, at 619-668-5700, Ext. 6483 or email at [Andrea.Rivera@lmsvschools.org](mailto:Andrea.Rivera@lmsvschools.org)