



La Mesa-Spring Valley Schools

Personnel Commission

Regular Meeting Minutes

Tuesday, February 16, 2021, 4:00 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.

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

Tuesday, February 16, 2021, 4:00 p.m.

OPENING PROCEDURE

1. The meeting of February 16, 2021, was called to order at 4:00 p.m. by Commission Chair Jeremy Martinson.
2. The Pledge of Allegiance was led by Commissioner Patricia Ridenour.
3. Roll Call/Establishment of a Quorum

Jeremy Martinson, Chair	x	present	<input type="checkbox"/>	absent
Steve Babbitt, Vice Chair	x	present	<input type="checkbox"/>	absent
Patricia Ridenour	x	present	<input type="checkbox"/>	absent

ACTION SESSION

4. **Approve the Agenda of the February 16, 2021 Regular Meeting**
Motion by Babbitt, seconded by Martinson. Motion passed unanimously.
5. **Approve the Minutes of the January 19, 2021 Regular Meeting**
Motion by Babbitt, seconded 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. Jenine Henry, Director, Human Resources spoke on behalf of Dr. Villanueva. Henry expressed her excitement for having her department fully staffed with the addition of a new HR Technician. She thanked Tina Cano, HR Specialist for organizing the interviews. In addition, she announced HR is pushing forward with Frontline HRMS and Central, a web based HR management system. Henry advised COVID is still a large part of HR functions and they continue to reach out to anyone who report symptoms or who have been exposed to COVID. She is very happy to report there have been no outbreaks at any sites in the district because employees are doing a great job following all protocols that have been put into place.
 - Assistant Superintendent, Business Services, Jennifer Nerat
None
- CSEA Update – Chapter 419 President, Ahmad Swinton
None
- Personnel Update – Director, Classified Personnel, Andrea Rivera, advised she recently received preliminary information from the San Diego County Office of

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Education (SDCOE) regarding the Classified Employee of the Year program. Although the California Department of Education (CDE) has not released updated information yet, she and Ali Junker, HR Analyst, have hit the ground running and have reached out to Classified Staff Council representatives to begin coordinating site/departmental nominations. She, also advised, they are working on gathering a committee comprised of CSC reps to determine the district classified employee of the year and they look forward to celebrating all of the accomplishments of our classified peers over this past unprecedented year.

- Personnel Commissioner Update - Personnel Commissioners
Commissioner Ridenour summarized topics that were previously suggested to address such as; adding line items to the budget to cover future cost of retaining hearing officers and the cost to hire additional staff as needed; focus on developing a plan to cover the Director's responsibility for any time she may be out for an extended time for vacation or illness; updating the Personnel Commission Rules & Regulations; reach out to local groups such as PTA and social media to advertise recruitments, developing the full-year calendar, and begin follow up on pending hearing details and confirmation of the hearing scheduled for April. Rivera advised she has been working on a plan of action for many of the items Ridenour mentioned and she will update the Commission as she has more information. In addition, Rivera confirmed there is a hearing scheduled for the week of April 12th-15th.

8. Job Family Studies Update – Ali Junker, HR Analyst, advised she is currently working on the administrative job family which is a large family that includes all clerical and HR classifications. They have received a good amount of information back from incumbents in these classifications. Then to each submission, she asked additional questions to ensure that she understands the information they provided and that they are speaking the same language. This process supports a more accurate analysis, and then a better end result. She also advised only two incumbents requested additional time, so hopefully they can keep their tight timelines. In addition, she has completed analysis of the submitted information and have already begun requesting feedback from hiring managers.

9. Recruitment Update – Tina Cano, HR Specialist, advised they currently has 12 active recruitments which include various campus attendant postings, ESS recreation attendant, ESS Program Aide, Paraprofessional-Special Education, Paraprofessional-Preschool, Bus Driver and School Office Manager. Unfortunately, they have still been seeing a decline in applications for almost all of the mentioned recruitments, however; they are hopeful that a flyer recently sent out via PeachJar will bring in more applicants so they can continue to fill many much needed positions before school resumes to in-person classes. In addition, she expressed her excitement to share that they recently ordered and received ten laptops so that they can begin computer based testing. The laptops are currently in the Information Systems department being set up and they are hopeful that they can begin implementing computer-based testing in March.

10. Departmental Goals

- PC Annual Calendar
- Rules & Regulations Audit
- Stakeholder Survey Planning
- Process Mapping

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- **Procedure Documentation**

Rivera briefly outlined and discussed the status of the departmental goals with the Commissioners.

ACTION SESSION

11. Approve the Following Examination Announcements

- **School Bus Driver**
- **School Office Manager**

Motion by Ridenour, seconded by Babbitt. Motion passed unanimously

12. Approve the Following Eligibility Lists

- **Campus Attendant**
- **Child Nutrition Services I**
- **Child Nutrition Services II**
- **Extended School Services Program Aide**
- **Extended School Services Recreation Attendant**
- **Gardener**
- **Human Resources Technician**
- **Office Assistant II**
- **Paraprofessional-Special Education**

Motion by Babbitt, seconded by Ridenour. Motion passed unanimously

13. Adjournment

Motion by Ridenour, seconded by Babbitt. Motion passed unanimously. Meeting adjourned at 4:40 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