



## **La Mesa-Spring Valley Schools**

### **Personnel Commission**

### **Regular Meeting Minutes**

**Tuesday, March 16, 2021, 12:30 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).*

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

Tuesday, March 16, 2021, 12:30 p.m.

*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 March 16, 2021, was called to order at 12:31 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, Member	X	present	<input type="checkbox"/>	absent

## ACTION SESSION

4. **Approve the Agenda of the March 16, 2021 Regular Meeting**  
*Motioned by Ridenour, seconded by Babbitt. Motion passed unanimously.*
5. **Approve the Minutes of the February 16, 2021 Regular Meeting**  
*Motioned by Babbitt, seconded by Ridenour. Motion passed unanimously.*

## INFORMATION SESSION

### 6. Items from the Floor

*Persons may comment at this time on items not listed on the agenda. The Commissioners will hear such comments but may not discuss nor act upon them until they appear on the posted agenda. Comments will be limited to five [5] minutes per person, not to exceed a total of fifteen [15] minutes for this agenda item.*

### 7. Information Items

- District Update -
  - Assistant Superintendent, Human Resources, Dr. Ernesto Villanueva, advised the management team, CSEA and CTA are working together in preparation for the students return to in-person classes on April 19, 2021. In addition, a new team member to La Mesa-Spring Valley, Robert Cochran, Director of Safety and Risk Management, is also working with the school sites to be ready for the reopening. He expressed his happiness for having Cochran join the team at this very important time.
  - Assistant Superintendent, Business Services, Jennifer Nerat  
None
- CSEA Update – Chapter 419 President, Ahmad Swinton  
None

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- Personnel Update – Director, Classified Personnel, Andrea Rivera, expressed her excitement to share that the process for determining La Mesa-Spring Valley School district’s classified employee of the year has concluded. Rivera advised after each site nominee was determined, a committee comprised of five classified staff council representatives deliberated over the very difficult decision of determining who would receive this distinguished title for the 2020 – 2021 school year. Rivera congratulated Tamia Callen, School Office Manager at STEAM Academy, for being selected as this year’s district classified employee of the year and Ofelia Tenorio, Elementary School Kitchen Manager II, at La Mesa Dale who was selected as runner up.
- Personnel Commissioner Update - Personnel Commissioners.  
Ridenour asked Rivera if the upcoming hearings scheduled for April will be held in person or via Zoom meetings. Rivera advised the hearings will be conducted in person, but Zoom could be arranged if needed. In addition, Martinson asked Rivera to see if any materials or information can be shared with the Commissioners before the hearing. Rivera said she would ask the administrative law judge to forward any information she may have.

8. **Job Family Studies Update – Ali Junker, HR Analyst,** advised she continues to work with incumbents and managers to make sure the job descriptions are accurate. She has had a couple of job descriptions that are ready to move forward. Once she has all of them, she can complete her analysis.

Martinson asked Junker if she felt she was still within her time lines. Junker advised that two incumbents asked for extensions, and one follow up meeting had to be postponed, but she is hopeful to stay on time.

9. **Recruitment Update – Tina Cano, HR Specialist,** advised they currently have a handful of active recruitments which include Campus Attendant, ESS Program Aid and Recreation Attendant, Child Nutrition Services I & II, Paraprofessional-Preschool, and Paraprofessional-Special Education. She expressed her gratitude to Junker for personally contacting every applicant who has applied for Paraprofessional-Special Education sometimes within 20 minutes of them applying to walk them through the application process and/or invite them to the written examination. Cano advised that Junker has scheduled group interviews this week and could potentially fill seven vacancies. In addition, she noted Information Systems did a great job setting up their new laptops. She is hopeful to use the computer-based exam for the upcoming School Office Manager examination and then schedule the oral exams shortly after so that they can fill two current vacancies.

Martinson asked Cano if she felt the overall recruitment process was successful. Cano advised there are a handful of recruitments such as School Bus Driver where the applicant pool has been very small, but she is trying some creative ways to get the word out that the district is currently hiring for various classified positions.

Ridenour asked Cano for an update at the next Personnel Commission meeting on how the new computer based examination goes.

10. **Next Meeting Date: Tuesday, April 20, 2021 – 4:00 p.m.**

**La Mesa-Spring Valley Schools, Personnel Commission Regular Meeting  
Minutes  
Tuesday, March 16, 2021, 12:30 p.m.**

**ACTION SESSION**

**11. Approve the Following Examination Announcements**

- **Extended School Services Assistant Lead**
- **Occupational Therapist**

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

**12. Approve the Following Eligibility Lists**

- **Extended School Services Program Aide**
- **Extended School Services Recreation Attendant**
- **Office Assistant II - Bilingual**
- **Paraprofessional-Preschool**
- **Paraprofessional-Special Education**

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

**13. Adjournment**

*Motioned by Ridenour, seconded by Babbitt. Motion passed unanimously. Meeting adjourned at 12:50 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)