



La Mesa-Spring Valley Schools

Personnel Commission

Regular Meeting Minutes

Tuesday, April 27, 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.

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OPENING PROCEDURE

1. The meeting of April 27, 2021, was called to order at 4:01 p.m. by Commissioner Chair Jeremy Martinson.
2. The Pledge of Allegiance was led by Commissioner Steve Babbitt
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 April 27, 2021 Regular Meeting**
It was moved by Patricia Ridenour, seconded by Steve Babbitt, to approve the agenda of the April 27, 2021 regular meeting.
Patricia Ridenour-Aye
Steve Babbitt-Aye
Jeremy Martinson-Aye
Passed with three Ayes

5. **Approve the Minutes of the March 16, 2021 Regular Meeting.**
It was moved by Steve Babbitt, seconded by Patricia Ridenour to approve the minutes of the March 16, 2021 regular meeting as amended.
Steve Babbitt-Aye
Patricia Ridenour-Aye
Jeremy Martinson-Aye
Passed with three Ayes

INFORMATION SESSION

6. **Items from the Floor**
None

7. **Information Items**
 - District Update -
 - **Assistant Superintendent, Human Resources, Dr. Ernesto Villanueva**, advised the district has been working closely with the CSEA and CTA to ensure all of the safety mechanisms are in place in addition to reviewing any areas that need to be modified. He expressed his excitement for the ability to visit staff and students at the school sites.
 - **Assistant Superintendent, Business Services, Jennifer Nerat**, advised she is thrilled to have students back on campus and she appreciates the hard work of the classified staff who has worked very hard to support the reopening of their schools. In addition, she advised the district is finalizing

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expenditure plans for funding that has been provided to support students and staff because of the pandemic. These plans will be brought to the Board in June for final approval of the goals. Nerat expressed her pride with the work the district is doing by focusing on goals they want to accomplish and actions associated by the resources that are available.

Commissioner Ridenour asked Nerat if the extended break has affected enrollment. Nerat advised there has been a decline in enrollment and currently 80% of those enrolled are attending in full in-person instruction.

- **CSEA Update – Chapter 419 President, Ahmad Swinton**, advised the CSEA has been working with the district creating many MOU's and side letters in order to ensure our staff and students are safe to return to in-person instruction. Swinton advised he and Dennis Blevins, CTA President and Robert Cochran, Director of Safety and Risk Management have been touring sites to see the COVID safety plans in action. He noted that everyone seems upbeat and happy that students are back to in-person instruction. In addition, Swinton advised the CSEA chapter meetings are still holding virtual meetings until future notice. He is also looking forward to meeting with the district soon to discuss the recently completed job family studies that was presented by the Personnel Commission. In addition, Swinton mentioned the week of May 17th is Classified employees' week and he is looking forward to honoring the members.
 - **Personnel Update – Director, Classified Personnel, Andrea Rivera**, expressed her gratitude for the hard work and commitment the PC team brings each day. Rivera advised their work typically does not see much of a slow period and they are constantly pushing forward prioritizing and reprioritizing as necessary to get the job done. They recently attended their first virtual job fair hosted by SDCOE in hopes of possibly getting the word out about some of the classified support positions that they are in critical need of applicants for. They had the opportunity to interact with many people interested in our district, but many were looking for certificated opportunities. Rivera added they are working on a new recruitment strategy by posting banners at all of the school sites in the coming weeks. They look forward to community members seeing the banners and she is hopeful they see an increase in applications as a result.
 - **Personnel Commissioner Update - Personnel Commissioner**
No update
8. **Job Family Studies Update – Ali Junker, HR Analyst**, advised she continues to make progress in the Administrative Job Family Study. She has feedback on the majority of the job descriptions and is in the process of completing their benchmark district salary analysis. She is still seeking input on a couple of job descriptions and working with a couple of incumbents on their feedback. Once she completes the remaining job descriptions, she can complete their salary analysis with benchmark districts and can then analyze the internal alignment of the job family.
9. **Recruitment Update – Tina Cano, HR Specialist**, advised they currently have 15 active recruitments with 8 of them being Campus Attendant which is very needed now that students are back on campus. Cano mentioned they are still seeing a decline in applications across the board. Cano also advised they are in the process of delivering 3X6 banners to each site. They are coordinating a schedule that will allow them to be able to

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connect with the office staff to explain the purpose of the banner, so that they will be able to answer any questions if asked. Cano is hopeful that getting the word out about hiring for various non-teaching positions will direct more people to their website to apply. In addition, Cano advised last month they implemented the new computer based testing with the School Office Manager recruitment. They held 4 exam sessions where 37 people took the written exam via the CODESP online exam portal. She is pleased that it was a success and she is hopeful that as they begin using this method of testing more, it will streamline their exam process. She will be sure to update the Commission on this matter in future PC meetings. Cano advised Junker is currently running the Skilled Maintenance Worker II recruitment and asked that Junker provide an update.

Junker provided an update and explained the various unique intricacies of the Skilled Maintenance Worker II recruitment and exam process.

10. First Reading of the Proposed Personnel Commission Budget for 2021 – 2022

Rivera presented a spreadsheet and justification document detailing the proposed Personnel Commission budget for 2021-2022. She detailed and discussed with the Commissioners any changes from last year's budget. Commissioner Babbitt asked if the District would like to provide any input in regards to the proposed budget and Assistant Superintendent Nerat spoke to the requested increase in staffing. She recognized the data reflected an increase in workload, but asked if Rivera has exhausted all avenues in leu of adding staff.

11. Next Meeting Date: Tuesday, May 25, 2021 – 4:00 p.m.

ACTION SESSION

12. Approve the Following Eligibility Lists

- **Campus Attendant**
- **Child Nutrition Services Cook**
- **Extended School Services Program Aide**
- **Extended School Services Recreation Attendant**
- **Paraprofessional-Preschool**
- **Paraprofessional-Special Education**
- **School Office Manager**

It was moved by Patricia Ridenour, seconded by Steve Babbitt, to approve the eligibility lists.

Patricia Ridenour-Aye

Steve Babbitt-Aye

Jeremy Martinson-Aye

Passed with three Ayes

13. Approve to Extend the Following Eligibility List

- **Elementary School Kitchen Manager I**

It was moved by Steve Babbitt, seconded by Patricia Ridenour to approve to extend the eligibility list.

Steve Babbitt-Aye

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*Patricia Ridenour-Aye
Jeremy Martinson-Aye
Passed with three Ayes*

CLOSED SESSION

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

- Public Employee Discipline/Dismissal/Release

Nothing to report out from closed session.

15. Adjournment

*It was moved by Patricia Ridenour, seconded by Steve Babbitt to adjourn the meeting.
Meeting adjourned at 5:24 p.m.*

*Patricia Ridenour-Aye
Steve Babbitt-Aye
Jeremy Martinson-Aye
Passed with three Ayes*

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