



# **La Mesa-Spring Valley Schools**

## **Personnel Commission**

### **Regular Meeting Minutes**

**Tuesday, May 25, 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](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.*

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**OPENING PROCEDURE**

1. The meeting of May 25, 2021 was called to order at 4:01 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 May 25, 2021 Regular Meeting**  
*It was moved by Patricia Ridenour, seconded by Steve Babbitt, to approve the agenda of the May 25, 2021 regular meeting.*  
*Patricia Ridenour-Aye*  
*Steve Babbitt-Aye*  
*Jeremy Martinson-Aye*  
*Passed with three Ayes*
5. **Approve the Minutes of the April 27, 2021 Regular Meeting**  
*It was moved by Steve Babbitt, seconded by Patricia Ridenour to approve the minutes of the April 27, 2021 regular meeting.*  
*Steve Babbitt-Aye*  
*Patricia Ridenour-Aye*  
*Jeremy Martinson-Aye*  
*Passed with three Ayes*

**HEARING SESSION**

1. **Public Hearing – 2021 – 2022 Personnel Commission Budget**
2. **Public Comment**  
No Public Comment

**INFORMATION SESSION**

3. **Items from the Floor**  
No items from the floor.
4. **Information Items**
  - District Update -
    - Assistant Superintendent, Human Resources, Dr. Ernesto Villanueva, advised he continues to appreciate the collaboration with the CSEA and the Personnel Commission. They were recently able to come to an agreement regarding our Memorandum of Understanding Agreement with regards to some salary compensation for the 20-21 school year. In addition,

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Villanueva expressed is pride in the hard work done by the district, CSEA and Personnel Commission to support both classified and certificated staff.

- Assistant Superintendent, Business Services, Jennifer Nerat, also expressed her happiness with the collaboration with the classified employees.
  
- CSEA Update – Chapter 419 President, Ahmad Swinton  
No update
  
- Personnel Update – Director, Classified Personnel, Andrea Rivera, advised the past month has been rather busy for their department. They have been diligently at work recruiting for several recruitments and subsequently working on several other competing priorities. Rivera expressed her gratitude for her team because they do not shy away from a challenge. She also advised the joint commissioner seat is up for reappointment this year. She will reach out to Commission Chair Martinson as he is the Joint Appointee, to determine his willingness to serve another term, and they will take it from there. Rivera noted the joint commissioner seat will be a sitting agenda item under our informational section for the foreseeable future. Rivera also mentioned they are working on a Classified Employee of the Year Power Point presentation to recognize all of the site nominees as well as the district classified employee of the year. Although they were unable to celebrate in person this year, they wanted to find a way to do something to acknowledge their classified peers for all of their hard work.
  
- Personnel Commissioner Update - Personnel Commissioners  
Commission Ridenour expressed her appreciation to Rivera for putting together something to recognize the classified employees and she expressed her gratitude to all classified staff. Commissioner Babbitt also expressed his gratitude to all classified staff.
  
- 5. **Recruitment Update – Tina Cano, HR Specialist**, advised they have been very busy with recruitments this past month. They currently have 17 active recruitments; including Administrative Assistant II, Warehouse Worker/Delivery Driver, Transportation Scheduler/School Bus Driver, LVN, Classroom Health Assistant, Paraprofessional-Special Education and Library and Learning Resources Technician. Cano foresees their summer calendar to be very full with various written, oral and performance exams. She expressed her happiness to report that they continue to use computer based testing for various exams and so far the process has been pretty straightforward and easy to navigate.

**REPORTS OF STAFF**

**6. Proposed 2021 – 2022 Personnel Commission Budget**

Rivera briefly outlined any changes that were made to the 2021-2022 proposed Personnel Commission Budget from first reading in April. Ridenour expressed her concern about the last-minute budget changes. She advised she was not given enough tome to consider the changes and an agreement to conduct an organizational/effectiveness survey. Ridenour expressed the importance of having a survey conducted by individuals that were fully knowledgeable about the merit system.

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**ACTION SESSION**

**7. Approval to Adopt the Proposed 2021 – 2022 Personnel Commission Budget**

*It was moved by Steve Babbitt, seconded by Patricia Ridenour to approve to adopt the Proposed 2021 – 2022 Personnel Commission Budget.*

*Steve Babbitt-Aye*

*Patricia Ridenour-Aye*

*Jeremy Martinson-Aye*

*Passed with three Ayes*

**8. Approve the Following Examination Announcements**

- **Administrative Assistant II**
- **Extended School Services Paraprofessional-Special Education**
- **Classroom Health Assistant**
- **Licensed Vocational Nurse**
- **Senior Custodian**
- **Transportation Scheduler/School Bus Driver**
- **Warehouse Worker/Delivery Driver**

*It was moved by Patricia Ridenour, seconded by Steve Babbitt, to approve the Examination Announcements.*

*Patricia Ridenour-Aye*

*Steve Babbitt-Aye*

*Jeremy Martinson-Aye*

*Passed with three Ayes*

**9. Approve the Following Eligibility Lists**

- **Campus Attendant**
- **Extended School Services Assistant Lead**
- **Paraprofessional-Special Education**
- **Skilled Maintenance Worker II**

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

*Steve Babbitt-Aye*

*Patricia Ridenour-Aye*

*Jeremy Martinson-Aye*

*Passed with three Ayes*

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

- **Custodian**

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

*Patricia Ridenour-Aye*

*Steve Babbitt-Aye*

*Jeremy Martinson-Aye*

*Passed with three Ayes*

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**11. Adjournment**

*It was moved by Patricia Ridenour, seconded by Steve Babbitt to adjourn the meeting.*

*Meeting adjourned at 4:45 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](mailto:andrea.rivera@lmsvschools.org)