



La Mesa-Spring Valley Schools

Personnel Commission

Regular Meeting Minutes

Tuesday, August 17, 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. The public may access our agenda material by visiting our Personnel Commission [webpage](#) under the Public PC Meeting Agenda Packets link.

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 August 17, 2021 was called to order at 4:08 p.m. by Commission Chair Jeremy Martinson
2. The Pledge of Allegiance was led by Member 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 August 17, 2021 Regular Meeting**
It was moved by Ridenour, seconded by Babbitt, to approve the agenda as amended of the August 17, 2021 regular meeting.
Patricia Ridenour-Aye
Steve Babbitt-Aye
Jeremy Martinson-Aye
Passed with three Ayes
5. **Approve the Minutes of the June 22, 2021 Regular Meeting**
It was moved by Ridenour, seconded by Babbitt, to approve the minutes as amended of the June 22, 2021 regular meeting.
Patricia Ridenour-Aye
Steve Babbitt-Aye
Jeremy Martinson-Aye
Passed with three Ayes

INFORMATION SESSION

6. Items from the Floor

John Sullivan, Custodian at La Mesa Dale Elementary voiced his approval and advocated for the reappointment of the Jointly Appointed Commissioner, Jeremy Martinson. Mr. Sullivan stated his appreciation for Commissioner Martinson's involvement and attentiveness to Commission matters throughout the course of his term serving as a Commissioner.

7. Information Items

- District Update -
 - Assistant Superintendent, Human Resources, Dr. Ernesto Villanueva, advised they are finishing up the 5th day of school and he expressed his excitement that school is back in session. In addition, Dr. Villanueva spoke about the district's new theme of connecting, recovering and thriving together as a learning community. Villanueva added that Human Resources is working hard to fill all positions and are always looking for ways to expand their substitute pool so that all positions are filled across the district.

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- Assistant Superintendent, Business Services, Jennifer Nerat
None

- CSEA Update – Chapter 419 President, Ahmad Swinton, expressed his excitement for the new school year. He mentioned there is still a lot of work to do and he believes the new theme of connecting, recovering and thriving is built around the collaboration and strong connections with the District and the Commission. Swinton also spoke about his satisfaction with the new team and leadership that he is looking forward to working with. In addition, he expressed his support for the reappointment of Commissioner Martinson. Swinton praised Martinson for his openness and willingness to communicate and work together.

- Personnel Update – Director, Classified Personnel, Andrea Rivera, advised the PC team is excited to have students back in the classroom for a new school year. Rivera added PC staff is diligently working towards filling as many classified support positions as possible. Tina Cano, HR Specialist, Ali Junker, HR Analyst, and she all pitch in where necessary to ensure they are supporting the mission because PC knows how critical these positions are to the success of the overarching goal of educating the students of La Mesa-Spring Valley Schools. Rivera also advised the district conducted an all hands training opportunity a few weeks ago to hear Trudy Arriaga’s “Opening Doors” presentation. She felt it was very thought provoking, and although Personnel Commission staff does not directly work with students, hearing about the difference between equality and equity was profound and can certainly play a significant part of their discussions as they review their own processes.

- Personnel Commissioner Update – Personnel Commissioners
None

Recruitment Update – Tina Cano, HR Specialist, advised PC currently has 15 active recruitments such as; Paraprofessional-Special Education, Paraprofessional-Preschool, ESS Program Aide, ESS Recreation Attendant, Central Kitchen Cook, various Campus Attendant, and several positions that have been difficult to fill, such as Occupational Therapist, Licensed Vocational Nurse and School Bus Driver. In order to fill some very important classroom support positions, they have been holding weekly examinations for various continuous recruitments such as Paraprofessional-Special Education, Paraprofessional-Preschool, ESS Program Aide and the ESSA proficiency exam. Unfortunately, they are still seeing a decline in applications across all classifications. In order to retain applicants, as qualified candidates are screened in, they are invited to take an exam promptly and then walked through the merit exam process. In addition, she expressed her excitement to report the computer-based testing has been a success. It has helped streamline many of the examinations by reducing the amount of time it takes to score exams and archive test materials.

8. **Rules & Regulations Update – Ali Junker, HR Analyst**, expressed her excitement about one of her new projects - analyzing the Personnel Commission Rules & Regulations. Junker advised they have known for quite some time that updates have been needed, however; the time to get it done has been challenging to find. Her plan is to move through the Rules and Regulations one chapter at a time. Her analysis includes utilizing the CSEA contract, Education Code, and the Rules & Regulations from several other districts along with CSPCA’s example. They will jump chapters when needed

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updates are brought to their attention. For example, she would like to thank John Caldecott, for providing more information regarding commissioner appointments. The Rules and Regulations are not incorrect, but they are lacking information provided in Ed Code. They anticipate meeting with stakeholders prior to bringing the updates to the PC meetings to ensure everyone is on the same page. She believes they will have some updates to bring for first reading as early as next month's meeting.

Commissioner Ridenour advised in the past, updating the Rules & Regulations have always been a very drawn-out procedure. She advised Junker to be prepared for it to be an on-going process. Junker thanked Ridenour for her input and added that it has already taken a considerable amount of time and she believes the entire project will be quite cumbersome, but she is always up for a good challenge.

ACTION SESSION

9. Board Appointee and CSEA Appointee Approve Jointly Appointed Commissioner Appointment/Reappointment Process

Commissioners Ridenour and Babbitt discussed the upcoming reappointment of Commissioner Martinson. A decision was not agreed upon. This item will appear in the action session at the September regular meeting.

10. Approve Revised Regular Personnel Commission Meeting Schedule for 2021 – 2022

<u>Current Time</u>		<u>Proposed New Time</u>	
Sept. 21, 2021	4:00 p.m.	Sept. 21, 2021	3:00 p.m.
Oct. 19, 2021	4:00 p.m.	Oct. 19, 2021	3:00 p.m.
Nov. 16, 2021	4:00 p.m.	Nov. 16, 2021	3:00 p.m.
Dec. 7, 2021	4:00 p.m.	Dec. 7, 2021	No Change

It was moved by Ridenour, seconded by Babbitt, to approve the Revised Regular Personnel Commission Meeting Schedule for 2021-2022.

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

11. Approve the Following Examination Announcements

- **Behavior Intervention Technician**
- **Central Kitchen Cook**
- **Custodian**

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

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

12. Approve the Following Eligibility Lists

- **Administrative Assistant II**

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- **Campus Attendant**
- **Classroom Health Assistant**
- **Custodian**
- **Elementary School Kitchen Manager**
- **Extended School Services Paraprofessional-Special Education**
- **Extended School Services Program Aide**
- **Extended School Services Recreation Attendant**
- **Extended School Services Site Lead**
- **Library and Learning Resources Technician**
- **Occupational Therapist**
- **Paraprofessional-Preschool**
- **Paraprofessional-Special Education**
- **Senior Custodian**
- **Warehouse Worker/Delivery Driver**

It was moved by Babbitt, seconded by Ridenour to approve the Eligibility Lists.

Steve Babbitt-Aye

Patricia Ridenour-Aye

Jeremy Martinson-Aye

Passed with three Ayes

13. Approve to Extend the Following Eligibility Lists

- **Health/Attendance Technician**
- **School Office Manager**

It was moved by Ridenour, seconded by Babbitt, to approve to Extend the Eligibility Lists.

Patricia Ridenour-Aye

Steve Babbitt-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 Performance Evaluation (Gov. Code §54957), Director, Classified Personnel**

It was moved by Ridenour, seconded by Babbitt, to table the Public Employee Performance Evaluation (Gov. Code §54957) until the September Regular Meeting.

Patricia Ridenour-Aye

Steve Babbitt-Aye

Jeremy Martinson-Aye

Passed with three Ayes

15. Adjournment

It was moved by Ridenour, seconded by Babbitt, to adjourn the meeting. Meeting adjourned at 5:17 p.m.

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

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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