



La Mesa-Spring Valley Schools

Personnel Commission

Regular Meeting Minutes

Tuesday, September 21, 2021 3:00 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.

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

Tuesday, September 21, 2021 3:00 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 September 21, 2021 was called to order at 3:02 p.m. by Commission Vice Chair Steve Babbitt.
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 September 21, 2021 Regular Meeting**
It was moved by Ridenour, seconded by Babbitt, to approve the agenda of the September 21, 2021 regular meeting.
Patricia Ridenour-Aye
Steve Babbitt-Aye
Jeremy Martinson-Aye
Passed with three Ayes
5. **Approve the Minutes of the August 17, 2021 Regular Meeting**
It was moved by Babbitt, seconded by Ridenour, to approve the minutes as amended of the August 17, 2021 regular meeting.
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 through the most recent health order that mandates that all employees must show proof of COVID-19 vaccination or provide a weekly negative COVID-19 test by October 15, 2021. They are working closely with the school sites and Robert Cochran, Director, Safety and Risk Management, to implement an employee surveillance testing program which will launch on October 15, 2021. Villanueva added the district and the CSEA will engage in the second

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

Tuesday, September 21, 2021 3:00 p.m.

bargaining session of the year next Friday. Commissioner Babbitt thanked Villanueva for working to protect the safety of all students and staff.

- Assistant Superintendent, Business Services, Jennifer Nerat. Nerat was unable to attend the meeting today, she is at a training.
 - CSEA Update – Chapter 419 President, Ahmad Swinton
 - Personnel Update – Director, Classified Personnel, Andrea Rivera, advised they have been working diligently to fill vacancies and have been working with Jason Brust, Director, Maintenance, Operations and Facilities, to create a new written exam for the Skilled Maintenance Worker II classification. This classification is very unique because there are three subspecialties within the single classification. Additionally, Rivera added they have been working with Rita Beyers of RSB Consulting on their staffing/organizational study of the HR and PC departments. PC has completed their part of the individual interviews and they are looking towards a third and possibly fourth interview date to finish up the remaining interviews that need to be conducted. Lastly, she advised they have received approval from David Feliciano, Superintendent, to publish the seniority lists on the Personnel Commission webpage. They will manage the them on Google Drive; employees will have access to view seniority lists again. Ali Junker, Human Resources Analyst, has been working to perform her annual scrub of all lists and they will have the lists available in the next few weeks.
 - Personnel Commissioner Update – Personnel Commissioners
Commissioner Babbitt expressed his delight to see that the Annual CSPCA meeting will be held next year in Monterey, California. He is looking forward to attending. Commission Chair Martinson advised he spoke with Wendy Newmark, Principal, Kempton Literacy Academy and Kelley Rabasco, Principal, La Mesa Arts Academy, requesting some of our merit exams be offered in Spanish in order to increase our candidate pool for several classifications. Rivera advised that she has been looking into testing services that could provide merit exams in Spanish as well as look at the data from other merit districts who provide merit exams in languages other than English. Rivera will provide her findings in upcoming meetings.
- 8. Recruitment Update – Tina Cano, HR Specialist,** advised they currently have 15 active recruitments which include School Office Manager, Skilled Maintenance Worker II, Health/Attendance Technician-Bilingual, School Bus Attendant and various continuous recruitments such as Campus Attendant, ESS Program Aide, ESS Recreation Attendant, Paraprofessional-Special Education, Paraprofessional-Preschool and ESS Paraprofessional-Special Education. She expressed her delight to report they have hired eight campus attendants for six different sites since the last meeting. In addition, Junker continues to contact every Paraprofessional-Special Education candidate as they apply to walk them through the process in hopes that they complete the exam process and are ultimately placed in one of the many vacancies.

Ali Junker, Human Resources Analyst, advised she is currently working on Skilled Maintenance Worker II exam creation with Jason Brust, Director, Maintenance Operations and Facilities. This recruitment has been completed several times over the last couple of years with very few candidates passing the process. They feel the exam was too challenging for the classification as a whole. Therefore, PC staff met with Brust and

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

Tuesday, September 21, 2021 3:00 p.m.

decided to break down the old exam and start fresh. Junker advised has been working on exam data for his review; the document is currently 91 pages in length.

- 9. Rules & Regulations Update – Ali Junker, HR Analyst,** advised since the last Personnel Commission meeting, she has been able to make some suggested updates and is closer to taking the proposed changes to the stakeholders to ensure they are all on the same page. She advised she does not have a lot to update on the rules and regulations because a lot of her time has been working on scrubbing seniority lists, recruitments and exam data analysis.

10. Personnel Commission Meeting Logistics

Rivera discussed the recently passed Assembly Bill 361 which extends the option for teleconferencing for meetings through January 2024 with a few provisions. All three commissioners agreed to hold next month's Personnel Commission meeting via teleconference. In addition, Rivera will contact legal counsel to seek guidance on this new assembly bill for future meetings.

- 11. Next Meeting Date: Tuesday, October 19, 2021 – 3:00 p.m.**

REPORTS OF STAFF

12. 2020 – 2021 Personnel Commission Annual Report

Rivera provided a presentation of the 2020-2021 Annual Report. She expressed her hope to present it to the Board of Education at the next Board Meeting. Commissioner Babbitt commended Rivera on her work on the report and feels the report accurately represents the work the Personnel Commission does.

ACTION SESSION

13. Approval of 2020 – 2021 Annual Report for Submission to Board of Education

It was moved by Ridenour, seconded by Babbitt, to approve submission of the 2020-2021 Annual Report to the Board of Education.

Patricia Ridenour-Aye

Steve Babbitt-Aye

Jeremy Martinson-Aye

Passed with three Ayes

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

Commissioner Ridenour read the following statement –

“The California Education Code contains directions about the process to follow regarding the “Jointly Appointed” seat. It directs that the third commissioner is jointly appointed by the other two Commissioners. In the event they are not able to agree on a selection, the State Superintendent of Public Instruction shall make the selection. Legal guidelines for the Merit System in California, includes these directions and they are outlined in EdCode sections 45240, 25243.5, 45244, 45245 and 45246.

“We have been discussing my desire to not reappoint the current incumbent since the middle of July and August of this year. The Board’s

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

Tuesday, September 21, 2021 3:00 p.m.

Appointee, Steve Babbitt, has stated publicly 1) He will never support another joint Commissioner other than the current incumbent whose term is expiring December 1st, and 2) He, (Steve Babbitt), will **not** support an open recruitment process where even the current incumbent may apply for consideration. He would not agree, at a later date, to take part in a Special Meeting to further consider this item.

"I believe it is in the spirit of Merit Systems to consider the qualifications of applicants through a fair and open process. I am going to make a final motion to attempt to move past the unilateral impasse imposed by Mr. Babbitt.

"If the motion fails for any reason, I will make a written request to the State Superintendent to: 1) direct the Personnel Commission to conduct an open recruitment in a good faith effort to reach a local decision on a joint appointee or 2) conduct the open process at the State level and determine a joint appointee.

"The current Joint Appointee's recusal from this motion is required.

"My motion is: I move to promptly open a recruitment for the Joint appointee to the Personnel Commission. The incumbent is welcome to apply for consideration through the open process."

It was moved by Ridenour to open the recruitment for the Joint appointee to the Personnel Commission. Babbitt did not provide a second. The motion did not pass.

Ridenour advised she will follow through with contacting the State Superintendent of Public Instruction. Since the motion did not pass, she requested her full statement be included in the minutes.

Commissioner Babbitt advised he did not say that he would "never" support anyone other than Commissioner Martinson. He advised, in this situation, he would not consider another candidate other than Mr. Martinson.

It was moved by Babbitt, to approve the Jointly Appointed Commissioner as Jeremy Martinson. Ridenour abstained by providing no response. The motion did not pass.

Babbitt expressed his pleasure with the job that Martinson has done as the Jointly Appointed Commissioner and advised he will continue to support him. He expressed that he feels that opening a recruitment is not good use of their staff resources.

15. Approval of Proposed New Job Classification Instructional Materials Assistant with Salary Recommendation Step A \$17.48 per hour to Step F \$22.28 per hour

It was moved by Babbitt, seconded by Ridenour, to approve the New Job Classification Instructional Materials Assistant with Salary Recommendation Step A \$17.48 per hour to Step F \$22.28 per hour.

Steve Babbitt-Aye

Patricia Ridenour-Aye

Jeremy Martinson-Aye

Passed with three Ayes

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

Tuesday, September 21, 2021 3:00 p.m.

16. Approval of Revision to Occupational Therapist Job Description

It was moved by Ridenour, seconded by Babbitt, to approve the Revision to Occupational Therapist Job Description.

Patricia Ridenour-Aye

Steve Babbitt-Aye

Jeremy Martinson-Aye

Passed with three Ayes

17. Approve the Following Examination Announcements

- **ESS Assistant Lead**
- **Health/Attendance Technician – Bilingual**
- **School Office Manager (continuous)**
- **Skilled Maintenance Worker II**

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

18. Approve the Following Eligibility Lists

- **Behavior Intervention Technician**
- **Campus Attendant**
- **ESS Paraprofessional – Special Education**
- **ESS Program Aide**
- **ESS Recreation Attendant**
- **Paraprofessional – Preschool**
- **Paraprofessional – Special Education**

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

19. Approve to Extend the Following Eligibility Lists

- **Senior Custodian**

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

Patricia Ridenour-Aye

Steve Babbitt-Aye

Jeremy Martinson-Aye

Passed with three Ayes

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

Tuesday, September 21, 2021 3:00 p.m.

CLOSED SESSION

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

- Public Employee Performance Evaluation (Gov. Code §54957), Director, Classified Personnel

No Report

21. Adjournment

It was moved by Ridenour, seconded by Babbitt, to adjourn the meeting. Meeting adjourned at 4:34 p.m.

Patricia Ridenour-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