



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

### **Personnel Commission**

### **Regular Meeting Minutes**

**Tuesday, October 19, 2021 3:00 p.m.**

*Due to the COVID-19 pandemic and California's continued state of emergency, this meeting of the La Mesa-Spring Valley School District Personnel Commission will be held virtually using the Zoom application. Members of the public can attend the meeting on Zoom or over the phone per the instructions below:*

*Live, spoken public comments may be made during the allotted time on the personnel commission agenda. Please use the Raise Hand feature in Zoom to indicate that you would like to address the commission. Individual comments are limited to five (5) minutes. The time allotted for all public comments is fifteen (15) minutes.*

*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 October 19, 2021 was called to order at 3:00 p.m. by Commission Chair Jeremy Martinson.
2. The Pledge of Allegiance was led by Vice Chair 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 October 19, 2021 Regular Meeting**

*It was moved by Ridenour, seconded by Babbitt, to approve the agenda of the October 19, 2021 regular meeting.*

*Patricia Ridenour-Aye*

*Steve Babbitt-Aye*

*Jeremy Martinson-Aye*

*Passed with three Ayes*

5. **Approve the Minutes of the September 21, 2021 Regular Meeting**

*It was moved by Babbitt, seconded by Ridenour, to approve the minutes as amended of the September 21, 2021 regular meeting.*

*Steve Babbitt-Aye*

*Patricia Ridenour-Aye*

*Jeremy Martinson-Aye*

*Passed with three Ayes*

6. **Adoption – Resolution 21 – 22 – 01 to Permit Temporary Teleconference Meetings During Identified State of Emergency Pursuant to AB 361 and Government Code 54953 (e)**

Andrea Rivera, Director, Classified Personnel, advised this executive order will need to be approved monthly as needed based on AB361, which grants the flexibility to continue meetings virtually. If any future meetings will be more than 30 days apart from the next meeting, they will need to schedule a special meeting to approve a virtual meeting if they anticipate it will be needed. Rivera continued, operationally speaking much will be the same as they have done for the past many months. However, one notable change will be in public comments. They can open the agenda item for public comments and move on if there are no members of the public wishing to make a statement but they will want to allow the period for making comments to last a duration of 15 minutes before fully closing the topic.

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## INFORMATION SESSION

### 7. Items from the Floor

John Brooks, Lead Maintenance Worker, encouraged the Commission to begin meeting in person. In addition, he expressed his concern with the new Executive Director, Facilities Management position because he feels that the Maintenance department is already running well. Andrea Rivera, Director, Classified Personnel, advised the Personnel Commission is tasked with taking a request from a hiring manager to create a new position, create the job description and provide salary recommendation, the Personnel Commission does not determine staffing needs. Jennifer Nerat, Assistant Superintendent, Business Services addressed Brooks' comment, she advised the new Executive Director position was primarily created to address the additional workload that Measure V has and will bring to the district, not because the current Maintenance and Operations team is not doing what is required of them.

John Sullivan, Senior Custodian, La Mesa Dale, echoed his continued support of the reappointment of the Jointly Appointed Commissioner, Jeremy Martinson.

Scott Morris, Lead Maintenance Worker, advised he supports the new Executive Director position. However, he expressed his concerns with the potential for losing the current Director, Maintenance, Operations and Facilities. In addition, he inquired about replacing the recently retired Supervisor, Facilities and Custodial Services. Rivera advised they do not currently have an approved requisition to replace the Supervisor position. She suggests Morris follow up with Jason Brust, Director, Maintenance, Operations and Facilities, if he would like more information regarding this position.

### 8. Information Items

- **District Update -**

- Assistant Superintendent, Human Resources, Dr. Ernesto Villanueva, advised they are continuing to focus on hiring and recruitments. He recently met with Rivera to determine those specific positions that are still in significant need at the school sites and ensuring that they have coverage as much as possible through the substitute pool. Villanueva thanked Viridiana Mendoza, Human Resources Technician, for her assistance with the classified substitute recruitments. In addition, the HR team is looking at current staff who are currently working part-time in one classification who may be available to substitute in another classification in order to support their needs. Villanueva advised COVID-19 testing at each school site began in order to support those employees who are not fully vaccinated or who have not shown evidence of vaccination.
- Assistant Superintendent, Business Services, Jennifer Nerat, recognized Personnel Commission staff for their work on the new classification, Executive Director, Facilities Management. She advised a \$136 million school bond (Measure V) was passed last November and this new team member will provide direction and leadership to this bond program along with interfacing with the existing Maintenance, Operations and Facilities department. Nerat expressed her excitement in the opportunity to have this additional team member to support and advocate for district facilities. Martinson asked Nerat if the salary for this new position will be paid from the bond funds. Nerat advised some of the salary will be paid for out of the

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bond funds. However, part of the salary will be paid out of the district general fund. Ridenour asked if the position is anticipated to be an on-going position. Nerat advised the Measure V program will go on for presumably six years and it is their intention there will be another measure to follow. However, she stated it is not guaranteed. Babbitt expressed his support of this new Executive Director position.

- **CSEA Update – Chapter 419 President, Ahmad Swinton**

No update

- **Personnel Update – Director, Classified Personnel, Andrea Rivera**, advised when they last met, Commissioner Martinson requested she further look into the possibility of conducting written tests for certain classifications in Spanish. Rivera has researched this and believes the testing in Spanish is a possibility if they use the testing service provider, eSkill. She has reached out to the CSPCA community to see if any other districts are doing anything similar; she received very little input. The two individuals she received information back from both cautioned against it for the following reasons:

- Ability to read in English; recommendation to scale down tests to make level of reading comprehension not outside of what would be required of the assignment.
- Discrimination liability if we cannot accommodate a specific language.

She advised these are valid reasons and the second is more concerning than the first as she would still want to have an English component to measure the applicant's ability to read and comprehend basic information in English. In addition, the applicant will need to be able to effectively communicate in English for the oral/technical panel phase of the examination process. The liability piece is very concerning to her because if they choose to expand their offerings in terms of languages, there is a possibility they will need to make sure they can have the examination translated into any language other than English. At the present time, eSkill can translate into 19 languages. She would like to ensure they have weighed the liability piece and are comfortable with any associated risks before moving forward.

Martinson, asked Rivera if she has reached out to the various stakeholders to gather their opinion of implementing exams in languages other than English. Rivera advised she has not yet reached out to CSEA, but will provide an update at the next meeting. Villanueva expressed his approval of continuing to research the prospect of implementing exams in other languages in order to expand the candidate pool. Ridenour asked Rivera if she feels this implementation would help or hinder the affected recruitments. Rivera advised currently all recruitments have been affected across the board with reduced applications across all classifications. She added it would not make sense to administer exams in other languages other than English for all classifications. However, it would make sense to administer the exam for those classifications that do not require a high-level of written correspondence in English. She feels, in these cases, it may bring in more applicants.

- **Personnel Commissioner Update – Personnel Commissioners**

Martinson announced he is happy to report he completed the Merit Academy and received his certificate of completion.

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- 9. Recruitment Update – Tina Cano, HR Specialist,** advised they currently have 12 active recruitments with many of those being continuous. Although they continue to see a decline in applications across the board, they are still working very hard to build solid eligibility lists for their hiring managers. They have a very busy couple of weeks ahead of them with oral/technical exams scheduled for School Office Manager, Paraprofessional-Special Education, Health/Attendance Technician-Bilingual, IT Support Technician, Custodian, Classroom Health Assistant, ESS Assistant Lead and Skilled Maintenance Worker II all of which will be completed by mid-November.
- 10. Rules & Regulations Update – Ali Junker, HR Analyst,** advised the Skilled Maintenance Worker II recruitment, where she is the lead recruiter, is going well. She has met several times with Jason Brust, Director, Maintenance, Operations and Facilities and his Leads and they have helped tremendously in creating an exam that will highlight the strengths of the candidates and not let any weaknesses hold them back. She expressed her excitement in seeing the results of the written exams. In addition, she has been scrubbing the seniority lists in anticipation they will be posted on the district's website by November 1st. Junker advised she is in the process of scheduling a meeting with CSEA to discuss the proposed updates to the definitions chapter of the Rules and Regulations.
- 11. Next Meeting Date: Tuesday, November 16, 2021 – 3:00 p.m.**

**ACTION SESSION**

- 12. Board Appointee and CSEA Appointee Approve Jointly Appointed Commissioner Appointment/Reappointment Process**  
Babbitt and Ridenour discussed the Jointly Appointed Commissioner appointment/reappointment. Ridenour continues to support an open recruitment; Babbitt continues to support the reappointment of Jeremy Martinson.  
*There was no motion. The item has been tabled.*
- 13. Approval of Proposed New Job Classification Executive Director, Facilities Management with Salary Recommendation Step A \$59.66 per hour to Step F \$76.14 per hour.**  
*It was moved by Babbitt, seconded by Ridenour, to approve the New Job Classification Executive Director, Facilities Management with Salary Recommendation Step A \$59.66 per hour to Step F \$76.14 per hour.*  
*Steve Babbitt-Aye*  
*Patricia Ridenour-Aye*  
*Jeremy Martinson-Aye*  
*Passed with three Ayes*
- 14. Approve the Following Examination Announcements**
- **Classroom Health Assistant (continuous)**
  - **Extended School Services Assistant Lead**
  - **Health/Attendance Technician- Bilingual**
  - **Information Technology Support Technician**
  - **Occupational Therapist (continuous)**
- It was moved by Ridenour, seconded by Babbitt, to approve the Examination Announcements.*

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

**15. Approve the Following Eligibility Lists**

- **Campus Attendant**
- **Central Kitchen Cook**
- **Extended School Services Paraprofessional-Special Education**
- **Extended School Services Program Aide**
- **Extended School Services Recreation Attendant**
- **Paraprofessional-Special Education**
- **School Bus Attendant**

*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*

**16. Adjournment**

*It was moved by Babbitt, seconded by Ridenour, to adjourn the meeting. Meeting  
adjourned at 4:14 p.m.  
Steve Babbitt-Aye  
Patricia Ridenour-Aye  
Jeremy Martinson-Aye  
Passed with three Ayes*

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