



La Mesa-Spring Valley Schools

Personnel Commission

Regular Meeting Minutes

Tuesday, November 16, 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.

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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 November 16, 2021 was called to order at 3:00 p.m. by Commission Chair Jeremy Martinson.**
- 2. The Pledge of Allegiance was led by Commissioner 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 November 16, 2021 Regular Meeting**

It was moved by Ridenour, seconded by Babbitt, to approve the agenda of the November 16, 2021 regular meeting.

Patricia Ridenour-Aye

Steve Babbitt-Aye

Jeremy Martinson-Aye

Passed with three Ayes

- 5. Approve the Minutes of the October 19, 2021 Regular Meeting**

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

Steve Babbitt-Aye

Patricia Ridenour-Aye

Jeremy Martinson-Aye

Passed with three Ayes

- 6. Adoption – Resolution 21 – 22 – 02 to Permit Temporary Teleconference Meetings During Identified State of Emergency Pursuant to AB 361 and Government Code 54953 (e)**

It was moved by Babbitt, seconded by Ridenour, to Adopt Resolution 21-22-02 to Permit Temporary Teleconference Meetings During Identified State of Emergency Pursuant to AB 361 AND Government Code 54953 (e)

Steve Babbitt-Aye.

Patricia Ridenour-Aye

Jeremy Martinson-Aye

Passed with three Ayes

INFORMATION SESSION

- 7. Items from the Floor**

None

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8. Information Items

- District Update -
 - Assistant Superintendent, Human Resources, Dr. Ernesto Villanueva, announced he will be resigning his position as Assistant Superintendent Human Resources in order to spend more time with family. He advised the current Executive Director, Educational Services, Dr. Meg Jacobson will step in as interim Assistant Superintendent, Human Resources, effective January 1, 2022. Dr. Villanueva introduced Dr. Jacobson. Jacobson advised she is honored to serve in conjunction with the Personnel Commission and she is looking forward to continuing to work together. Martinson and Babbitt, expressed their appreciation and gratitude to Villanueva for the strong partnership throughout the last year and a half.
 - Assistant Superintendent, Business Services, Jennifer Nerat, expressed her gratitude to and for the Personnel Commissioners and PC staff for all they do in support of the district and its students.

- CSEA Update – Chapter 419 President, Ahmad Swinton
No update

- Personnel Update – Director, Classified Personnel, Andrea Rivera, advised this past month has been busy for them. Between all hands-on deck for recruiting, they have also been worked through a very in-depth desk audit of each of the positions in PC. This included crafting an outline of their tasks/responsibilities and then several one-on-one meetings to time/estimate the amount of hours and periodicity associated with each of their tasks. She added, although it was a tremendous undertaking, it definitely helped them take a more calculating look at our work. In addition, she mentioned the 2022 CSPCA conference is still tentatively scheduled for March 6-8. No additional details have been provided but once further information has been released, she will pass this information along.

- Personnel Commissioner Update – Personnel Commissioners
No update

9. Personnel Commission Staff Updates

- Tina Cano, HR Specialist, advised they currently have 12 active recruitment which include various continuous recruitments such as; Paraprofessional-Special Education, Campus Attendant, ESS Program Aide, ESS Recreation Attendant, and School Bus Driver. She announced they recently opened the Executive Director, Facilities Management recruitment and she is working with Jennifer Nerat on exam development. Additionally, she is delighted to report they have hired 19 campus attendants since the beginning of August, and they currently only have 4 approved vacancies to fill.

- Ali Junker, HR Analyst, advised she is happy to report that although the candidate pool has significantly dwindled, they have been able to fill 28 Paraprofessional-Special Education vacancies. In addition, they recently concluded the recruitment and merit exam process for the Skilled Maintenance Worker II classification which included a complete written exam redesign. Junker added the debrief with the oral exam panel took a full hour in order to ensure all the scores were reached and to

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answer any questions from the panel members. The exam is unique and is designed to highlight the candidates trade strenghts and not allow trade weaknesses to lower the overall scores. She advised they will not know the true success of the exam until after the hiring interviews, she is looking foward to learning the results. In addition, she mentioned the desk audit Rivera mentioned was an large endeavor, but a great learning opportunity because she conducts a lot of the classifications reviews and asks the employees many of the same questions Rivera asked her. She advised she recently completed the audit of all seniority lists which will be placed on the webpage for all district employees to access via their district email. Junker mentioned due to extenuating circumstances, the meeting with the CSEA to discuss the proposed definition updates to the PC Rules & Regulations has been postponed. She will update the Commission once the meeting has taken place.

10. Written Examinations in Foreign Languages

Rivera advised, she met with legal counsel and discussed possible risks associated with providing written examinations in foreign languages. She concluded, the risk is low as long as they can find someone to translate the exam into a foreign language if eSkill cannot do so for them. She added, counsel advised that if they choose to begin testing in foreign languages, they would need to continue doing so and it would be very difficult to change trajectory and no longer offer them. She inquired with Jason Brust, Director of Maintenance and Operations regarding more specific information about MSDS labels and what their offerings are in terms of languages because she is not aware they are currently offered in both English and Spanish. She will provide an update when she hears back from Brust. Martinson asked Rivera if the district and CSEA were in support, she confirmed they both are in support of offering written exams in foreign languages. Babbitt asked what the timeline would be to implement this project. Rivera advised it would depend on funding because the additional cost of utilizing eSkill is not currently included in this year's PC budget. Therefore; she would add it to next year's budget to implement in 2022-2023. Jennifer Nerat advised the district would be willing to revise the budget at the December board meeting.

11. Discuss Regular Personnel Commission Meeting Schedule Dates for January 2022 – December 2022

Rivera and the Commissioners discussed potential times and dates for the January 2022-December 2022 regular personnel commission meetings. She will include those dates and times for approval on next month's agenda.

12. Next Meeting Date: Tuesday, December 7, 2021 – 4:00 p.m.

ACTION SESSION

13. 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.

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14. Approve the Following Examination Announcements

- **Executive Director, Facilities Management**

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

Steve Babbitt-Aye

Patricia Ridenour-Aye

Jeremy Martinson-Aye

Passed with three Ayes

15. Approve the Following Eligibility Lists

- **Campus Attendant**
- **Classroom Health Assistant**
- **Extended School Services Recreation Attendant**
- **Health/Attendance Technician-Bilingual**
- **Information Technology Support Technician**
- **Paraprofessional-Special Education**
- **School Bus Attendant**
- **School Office Manager**

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

Patricia Ridenour-Aye

Steve Babbitt-Aye

Jeremy Martinson-Aye

Passed with three Ayes

16. Approve to Extend the Following Eligibility Lists

- **Elementary School Kitchen Manager II**
- **Warehouse Worker/Delivery Driver**

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

Steve Babbitt-Aye

Patricia Ridenour-Aye

Jeremy Martinson-Aye

Passed with three Ayes

17. Adjournment

It was moved by Ridenour, seconded by Babbitt, to adjourn the meeting. Meeting adjourned at 3:47 p.m.

Patricia Ridenour-Aye

Steve Babbitt-Aye

Jeremy Martinson-Aye

Passed with three Ayes

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