



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

### **Personnel Commission**

#### **Regular Meeting**

**Tuesday, March 15, 2022 3:30 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:*

*Via a computer or mobile device: [Join video conference](#)  
Meeting ID: 865 3123 6606*

*To join by telephone (instead of computer or mobile device): (669) 900-9128*

*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 March 15, 2022, was called to order at 3:30 p.m. by Commission Chair Jeremy Martinson.**
2. **The Pledge of Allegiance was led by Commissioner Pat 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 March 15, 2022 Regular Meeting**

*It was moved by Ridenour, seconded by Babbitt, to approve the agenda of the March 15, 2022 Regular meeting.*

*Patricia Ridenour-Aye*

*Steve Babbitt-Aye*

*Jeremy Martinson-Aye*

*Passed with three Ayes*

**5. Approve the Minutes of the February 15, 2022 Regular Meeting**

*It was moved by Babbitt, seconded by Ridenour, to approve the minutes of the February 15, 2022 regular meeting.*

*Steve Babbitt-Aye*

*Patricia Ridenour- Aye*

*Jeremy Martinson-Aye*

*Passed with three Ayes*

**6. Adoption – Resolution 21 – 22 – 06 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- 06 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*

## La Mesa-Spring Valley Schools, Personnel Commission Regular Meeting Tuesday, March 15, 2022 3:30 p.m.

### 8. Information Items

- District Update –
  - Assistant Superintendent, Human Resources, Dr. Meg Jacobsen, expressed her pleasure that she was able to go to the CSPCA annual conference in Monterey with Rivera, Junker and Cano. She learned a lot of valuable information especially information about legislation pertaining to Classified layoffs. She was pleased to meet retired Personnel Commissioners and some of the CSPCA leadership. Dr. Jacobson shared that HR and PC will be hosting monthly job fairs on the last Tuesday of each month. She advised the last job fair that was held in February was successful. Dr. Jacobson added, HR is busy cleaning up the certificated side of the house as it is staffing season for the 2022-2023. Although enrollment is down 1400 students district-wide, she is pleased they will not need to layoff any teachers as a result of both the retirement incentive as well as the expansion of TK. Dr. Jacobson also advised they are working on hiring some certificated managers such as; Executive Director, Director and Principals. She is also pleased the Executive Director, Facilities and Maintenance, Christina Becker started last week and she has done an outstanding job in just a few days.
  - Assistant Superintendent, Business Services, Jennifer Nerat, expressed her appreciation for the collaborative effort of PC staff on the Executive Director, Facilities and Maintenance recruitment. Nerat is pleased they have this very important person who will oversee the Bond program and long-range facilities planning on board.
  
- CSEA Update – Chapter 419 President, Ahmad Swinton  
Carlos Esparza, CSEA, 1<sup>ST</sup> Vice President spoke in Swinton's absence. Esparza advised there will be resolution meeting tomorrow for the Paraprofessional classification.
  
- Personnel Update – Director, Classified Personnel, Andrea Rivera, advised they have concluded the campaign for Classified Employee of the Year and Heather Spruell, ESS Lead Program Assistant, was selected as La Mesa-Spring Valley's Classified Employee of the year for the 2021-2022 school year. They have forwarded her package to SDCOE to compete at the county level. Rivera added, the entire PC team went out to crash an SVA ESS meeting on March 3rd to personally inform and congratulate Heather on this accomplishment. They are now taking a look at what they can do to honor Heather and all classified site nominees at a PC meeting in the near future.  
In addition, Rivera advised the window to submit Proposals for our Classification and Compensation study closed today and they received two proposals. She is working with Valerie Ranum, Director, Business Services, to start the evaluation phase tomorrow. She asked Chair Martinson, to be on the lookout for an email that contains the proposals as well as an evaluation rubric to complete so they can move forward to interviews.
  
- Personnel Commissioner Update – Personnel Commissioners  
Commissioner Ridenour advised she attended the 50<sup>th</sup> anniversary of the CSPCA conference in Monterey. Ridenour expressed her pleasure with the presenters at the workshops she attended. She attended workshops on skelly hearings, workplace investigations, on-boarding and legal updates that in her opinion were very interesting.

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**9. Information Items**

- Tina Cano, HR Specialist, advised they currently have nine active recruitments with all of them being continuous, such as; Paraprofessional-Special Education, Paraprofessional-Preschool, ESS Program Aide, ESS Recreation Attendant and various campus attendant recruitments. She added she is in the process of coordinating performance and oral exams for ESS Lead Program Assistant, School Office Assistant-Bilingual, HR Technician-Substitutes, Library and Learning Resources Technician, and Gardener. Cano added, although most of the oral exams take place via zoom, it has been a challenge to schedule some of the written and performance exams because of limited room availability. She has had to be creative with the spaces that are available and at times negotiate with other departments in order to reserve much needed conference rooms for their exams. However, despite these challenges, they continue to work diligently to create valid eligibility lists for their hiring managers.
  
- Ali Junker, HR Analyst, acknowledged Cano's comment regarding the continuous recruitment for Paraprofessional-Special Education with low application submissions. She added that they have now filled 62 vacancies this fiscal year with only 16 currently available to fill. Junker advised that PC staff is working to assist candidates that have several failed attempts at passing the proficiency exam to meet the educational component of the minimum qualification. Cano pulled exam results and Rivera created individualized tutorials. Rivera even tutored individuals in specific areas of mathematics. Junker advised the second candidate success story passed the previous day, and a third the day of the meeting. Junker expressed her excitement for the candidates that have the determination and drive to keep trying; excited for small wins. Junker advised she continues to work on classification studies. She advised she has almost completed a study of a child nutrition worker that works at a non-district site. Junker advised she has continued to work on her salary analysis of the instruction family with challenges of beginning the work with the previous salary schedule and has now had to shift her data to reflect the new increased salary schedule. She advised that she has a few more classification studies to complete. Junker advised she is always excited to participate in the Classified Employee of the Year campaign and is accepting ideas on how to celebrate all of the winners, especially if the Personnel Commission meetings continue to be held remotely.

**Next Meeting Date: Tuesday, April 19, 2022 – 3:30 p.m.**

**ACTION SESSION**

**10. Approval of Revision to Executive Assistant I, Business Services Job Description**

*It was moved by Babbitt, seconded by Ridenour, to approve the Revision to Executive Assistant I, Business Services Job Description.*

*Steve Babbitt-Aye*

*Patricia Ridenour- Aye*

*Jeremy Martinson-Aye*

*Passed with three Ayes*

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**11. Approval of Revision to Executive Assistant I, Student Supports Job Description, to Include a Revised Classification Title:**

**From: Executive Assistant I, Student Supports**  
**To: Executive Assistant I, Educational Services**

*It was moved by Ridenour, seconded by Babbitt, to approve the Revision to Executive Assistant I, Student Supports Job Description.*

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

**12. Approve the Following Examination Announcements**

**• Extended School Services Lead Program Assistant**

*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*

**13. Approve the Following Eligibility Lists**

- Campus Attendant- Maryland Avenue**
- Campus Attendant- STEAM**
- Executive Director, Facilities Management**
- Extended School Services Paraprofessional-Special Education**
- Extended School Services Program Aide**
- Extended School Services Recreation Attendant**
- IT Help Desk Technician**
- Licensed Vocational Nurse**
- Paraprofessional for the Visually Impaired**
- Paraprofessional-Special Education**
- School Bus Attendant**
- School Bus Driver**
- Supervisor, Facilities & Custodial Services**

*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*

**14. Adjournment**

*It was moved by Babbitt, seconded by Ridenour, to adjourn the meeting at 4:09 p.m.,*

*Steve Babbitt-Aye  
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](mailto:andrea.rivera@lmsvschools.org)