



La Mesa-Spring Valley Schools

Personnel Commission

Regular Meeting Minutes

Tuesday, August 16, 2022 3:30 p.m.

Education Service Center

Board Room

4750 Date Avenue, La Mesa, CA 91942

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

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OPENING PROCEDURE

1. The meeting of August 16, 2022, was called to order at 3:30 p.m. by Commission Chair Jeremy Martinson
2. The Pledge of Allegiance was led by Commissioner Steve 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 August 16, 2022 Regular Meeting as amended.
Motion by Babbitt, seconded by Ridenour, motion passed unanimously.
5. Approve the Minutes of the July 19, 2022 Regular Meeting
Motion by Ridenour, seconded by Martinson, Babbitt abstained, motion passed.

INFORMATION SESSION

6. Items from the Floor

Scott Morris, Lead Maintenance Worker expressed his appreciation to Personnel Commission staff for the service they provide. Morris advised he has been promoted to several classifications in the last 30 years at La Mesa-Spring Valley Schools and it has been a great honor to compete and received each promotion. Over the years, he has applied for any promotional opportunity he is qualified for in the maintenance department. Recently, he applied for the Director, Maintenance, Operations & Facilities vacancy and is currently ranked in the top three ranks. He was advised it was determined none of the top three ranks are not what the District is currently looking for in a candidate and he has accepted this decision. Morris then expressed his concerns regarding changing the minimum qualifications of the Director, Maintenance, Operations & Facilities classification as it will make it more difficult for an internal path for promotion from Lead to Director. He feels it is important to bring people up through the ranks if they are qualified to do the job. He thanked the Commission for their consideration.

Several audience members expressed their concerns regarding the following-

- In reference to item #14 – Is the hiring manager involved in exam development? Rivera responded the hiring manger is involved every step of the way.
- In reference to item #14 – Several audience members expressed their concerns about the Personnel Commission creating an eligibility list and the hiring manager not selecting from it.
- In reference to item #10 – Asked for clarification on the minimum requirement change to the job description. Dr. Jacobsen advised the hiring manger would like the candidate to have experience with direct supervision and evaluation of employees.
- In reference to item #10 – Advised evaluations are not currently being conducted since the evaluation process is being changed.

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- *In reference to item #10 – Advised the Leads provide evaluation input and the Director does not directly observe their work. He stated he did not receive an evaluation from the last Director.*

7. Information Items

- District Update –
 - Assistant Superintendent, Human Resources, Dr. Meg Jacobsen, advised the following-
 - School opened on August 10th with thanks to the hard work of many people behind the scenes.
 - Expressed her gratitude to Personnel Commission staff for their hard work. In the past 2 weeks they have hired and processed 18 Paraprofessionals. There are currently 50 Paraprofessional vacancies.
 - Last week, HR hosted a full-service hiring event where 42 people were hired and fully processed. She expressed her gratitude to HR and PC staff working collaboratively to process these new employees.
 - PC and HR will be hosting a Paraprofessional information session to explain to existing and prospective employees the process of becoming a Paraprofessional.
 - The District will be bargaining with CSEA and CTA after the Labor Day weekend.
 - Work on the global study will begin soon.
 - The District opened 16 TK classrooms. The HR & PC team were able to hire and process staff for every single classroom.
 - Assistant Superintendent, Business Services, Jennifer Nerat
No Update
- CSEA Update – Chapter 419 President, Ahmad Swinton
No update
- Personnel Update – Director, Classified Personnel, Andrea Rivera, advised the following-
 - 19 Paraprofessional-Special Education positions have been filled in the past few weeks. The average written exam to placement on eligibility list is 2.6 days (includes written and oral exam).
 - Nearly all of the Paraprofessional vacancies supporting the TK expansion have been filled. We are waiting for the approval to fill the remaining vacancies and are eager to set up selection interviews.
 - Expressed pride with the excellent work her team is doing. They had a prospective campus attendant from La Mesa Dale reach out yesterday and Ali Junker, HR Analyst walked him through the application process and today, Tina Cano, HR Specialist was able to make him a job offer. This was less than a 24hour turnaround time.
 - CSEA is still working on determining their selection for their personnel commissioner seat.
 - They have established the steering committee to help guide them through the process of this classification and compensation study and will be having their first official meeting with the steering committee and EHA this week, with a goal of rolling out the study by the end of August.

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- Personnel Commissioner Update – Personnel Commissioners
 - Commissioner Ridenour advised there is an upcoming regional CSPCA meeting via zoom. She encouraged anyone who is interested to attend.

8. Next Meeting Date: Tuesday September 20, 2022 – 3:30 p.m.

ACTION SESSION

9. Approval of Revision to Director, Maintenance, Operations & Facilities Job Description

Rivera provided a brief overview as to the reason the hiring manager has requested the proposed amendments to the minimum qualification. The Commissioners discussed the revisions and it was determined to table the action item until the next regular PC meeting.

10. Approval of Revision to Director, Transportation Job Description

Motion by Babbitt, seconded by Ridenour, motion passed unanimously.

11. Approve the Following Examination Announcements

- ~~Director, Maintenance, Operations & Facilities~~
- Director, Transportation
- Extended School Services Lead Program Assistant (continuous)
- Health/Attendance Technician (continuous)
- Human Resources Analyst
- Library and Learning Resources Technician (continuous)
- Office Assistant II
- Supervisor, Extended School Services

Motion by Ridenour, seconded by Babbitt, motion passed unanimously.

12. Approve the Following Eligibility Lists

- Child Nutrition Services Cook
- Classroom Health Assistant
- Extended School Services Program Aide
- Extended School Services Recreation Attendant
- Extended School Services Site Lead
- Gardener
- Paraprofessional
- Paraprofessional-Preschool
- Paraprofessional-Special Education
- School Office Assistant
- Senior Custodian

Motion by Ridenour, seconded by Babbitt, motion passed unanimously.

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13. ~~Approve to Extend the Following Eligibility Lists~~

- ~~• Supervisor, Facilities and Custodial Services~~

14. Approval to invalidate the Following Eligibility Lists

- Director, Maintenance, Operations, & Facilities
Commissioner Ridenour suggested pulling item 14 from the agenda and there was discussion surrounding postponing this action item due to concerns about invalidating an eligibility list. The Commission directed Rivera to seek independent legal advice regarding the legality of invalidating the eligibility list due to the hiring manager wanting to amend the minimum qualifications. The action item is tabled until the next regular Personnel Commission meeting.

15. Adjournment

Motion by Babbitt, seconded by Ridenour, motion passed unanimously to adjourn the meeting at 5:01 p.m.

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