



La Mesa-Spring Valley Schools

Personnel Commission

Regular Meeting

Thursday, April 13, 2023 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
Thursday, April 13, 2023 3:30 p.m.**

OPENING PROCEDURE

1. Call to Order - 2:30pm
2. Roll Call/Establishment of a Quorum

Steve Babbitt, Chair	x	present	<input type="checkbox"/>	absent
Jeremy Martinson, Vice Chair	x	present	<input type="checkbox"/>	absent
Barbara Pratt, Member	x	present	<input type="checkbox"/>	absent

CLOSED SESSION

3. **The Personnel Commission will adjourn to Closed Session pursuant to Government Code §54954.5**
 - Public Employee Discipline/Dismissal/Release (Gov. Code §54957; Educ. Code §45302, et seq.)
 - Conference with Legal Counsel – Anticipated Litigation (1 case) (GC 54956.9)
4. **Recess Until Regular Session at 3:30 p.m.**
Nothing to report out from closed session.

ACTION SESSION

5. **The meeting of April 13, 2023 was called to order at 3:30pm by Commission Chair, Steve Babbitt**
6. **Pledge of Allegiance was led by Barbara Pratt**
7. **Approve the Agenda of the April 13, 2023 Regular Meeting**
It was moved by Martinson, seconded by Pratt, motion passed unanimously.
8. **Approve the Minutes of the March 9, 2023 Regular Meeting**
It was moved by Pratt, seconded by Martinson, motion passed unanimously.

INFORMATION SESSION

9. **Items from the Floor**
None

10. **Information Items**

- **District Update – Assistant Superintendent, Human Resources, Guido Magliato reported on behalf of Dr. Meg Jacobsen:**
 - The annual Retirement and Recognition Gala will be back in person for the first time since 2019. The gala will be held at the La Mesa Community Center on Thursday, May 18, 2023, at 4:30 p.m. All are welcome.

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- **CSEA Update – Chapter 419 President, Ahmad Swinton reported:**
Not present

- **Personnel Update – Director, Classified Personnel, Andrea Rivera reported:**
 - The Classification and Compensation study: most managers have provided their input to consultants. Job descriptions with supervisor comments and proposed pay plan are anticipated to be submitted to the Personnel Commission by April 14, 2023. Martinson inquired if the consultants are providing good data. Rivera advised will know more once all data is received. There may be some follow up work needed for the study.
 - Paraprofessional and Paraprofessional-Preschool will be opened for application on Monday after spring break. Personnel Commission staff is working through final steps of several clerical recruitments: School Office Manager, School Office Manager – Bilingual, School Office Assistant – Bilingual, Health/Attendance Technician. Pratt questioned if an incentive for clerical positions would benefit the recruitment efforts. Rivera advised the District would need to provide incentive. Rivera stated the Paraprofessional-Preschool recruitment really increased when the position changed from 3.5 to 6.0 hours.

- **Personnel Commissioner Update – Personnel Commissioners**
 - No update at this time

11. First Reading of the Proposed Personnel Commission Budget for 2023 – 2024

Rivera detailed the proposed budget for the Personnel Commission for the fiscal year 2023 – 2024. Rivera advised adding an Office Assistant II position to the staffing rather than a Human Resources Technician is to support the clerical needs of the department while still being fiscally conservative.

ACTION SESSION

12. Approval of Revision to Contracts Analyst Job Description

It was moved by Martinson, seconded by Pratt, motion passed unanimously.

13. Approval of Revision to Parent/Community Liaison Job Description

It was moved by Pratt, seconded by Martinson, motion passed unanimously.

14. Approve the Following Examination Announcements

- Business Services/Budget Analyst
- Campus Attendant – Murdock
- Campus Attendant – Rancho
- Campus Attendant – Spring Valley Academy
- Extended School Services Assistant Lead
- Gardener
- School Office Manager

It was moved by Pratt, seconded by Martinson, motion passed unanimously.

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15. Approve the Following Eligibility Lists

- Campus Attendant – Rancho
- Campus Attendant – Rolando
- Campus Attendant – STEAM Academy
- Campus Attendant – Northmont
- Campus Attendant – Spring Valley Academy
- Human Resources Technician – Substitutes
- Extended School Services Recreation Attendant
- Paraprofessional – Special Education

It was moved by Pratt, seconded by Martinson, motion passed unanimously.

16. Adjournment at 3:59 p.m.

It was moved by Pratt, seconded by Martinson, motion passed unanimously.

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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