



# **La Mesa-Spring Valley Schools**

## **Personnel Commission**

### **Regular Meeting**

**Thursday, January 18, 2024 3:30 p.m.**

**Education Service Center**

**West Conference Room**

**4750 Date Avenue, La Mesa, CA 91942**

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

## Thursday, January 18, 2024 3:30 p.m.

### OPENING PROCEDURE

1. The meeting of January 18, 2024 was called to order at 3:30pm by Chair Steve Babbitt
2. Pledge of Allegiance was led by Vice Chair Jeremy Martinson
3. Roll Call/Establishment of a Quorum

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

### ACTION SESSION

4. **Approve the Agenda of the January 18, 2024 Regular Meeting**  
*It was moved by Pratt, seconded by Martinson, motion passed unanimously*
5. **Approve the Minutes of the December 14, 2023 Regular Meeting**  
*It was moved by Pratt, seconded by Martinson, motion passed unanimously*

### INFORMATION SESSION

6. **Items from the Floor**  
No items on the floor

7. **Information Items**

- **Personnel Update – Director, Classified Personnel, Andrea Rivera reported:**
  - Rivera reported that the Personnel Commission team is continuing to move along with the recruitments. Rivera and team are glad to have Ali Junker, HR Analyst, back to take over wrangling the paraprofessional recruitments. Rivera mentioned that these recruitments are very time consuming.
  - Rivera stated that the consultant for the classification and compensation study is sending drafts of job descriptions. Several classification families have been sent but still waiting on a few others. Job descriptions are better than before but still will need considerable work before finalizing. Rivera reported inaccurate minimal qualifications and tracked changes. Awaiting updated wage data for benchmark classifications. Once the team gets the report, Rivera can redo the salary recommendations. Rivera had previously completed the salary recommendations with the outdated data set. Salary will most likely be completed before job descriptions.
  - Rivera stated that it is the Classified Employee of the Year time of the year site and dept nomination forms were sent out this week with a return date of February 2, 2024. She added that it is nice to recognize the classified staff for their hard work.
- **District Update – Assistant Superintendent, Human Resources, Dr. Meg Jacobsen reported:**
  - Jacobsen and her team are working through the sixth-grade transition to middle school. Right now, that's mostly on the certificated side. Once they see how enrollment shakes out and where all of the fifth and sixth graders land, they'll work through any classified staffing moves. Most will be moves of paras following students who they support to the middle schools.
  - Jacobsen reported that bargaining will resume next week with the Teacher's Association (TA) and CSEA. She plans to discuss salary with the teachers and wants to remind that LMSVSD is a "me too" district which would mean that any agreement made for the TA bargaining unit would subsequently impact CSEA as well. With CSEA, she'll be discussing the class and compensation study findings and she'll continue talking through the transportation article.

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- Jacobsen reported that together with the La Mesa-Spring Valley Teachers Association and CSEA teams, they are excited to share information about a partnership the district has created with the UCSD Center for Mindfulness. Through this partnership, LMSV is hosting a full-time coordinator who will be exclusively available to all La Mesa-Spring Valley School District employees. Renée Lewis is the UCSD Mindfulness Educator Project coordinator. She is working with LMSV to provide mindfulness-based stress reduction techniques for LMSV staff. The techniques shared will be the same type of stress reduction training that UCSD has developed for first responders in law enforcement, fire protection, and for medical professionals. Pratt inquired if the mindfulness coordination will be for both certificated and classified. Rivera confirmed it was for all employees, both classified and certificated.
- **CSEA Update – Chapter 419 President, Ahmad Swinton reported:** Not Present
- **Personnel Commissioner Update – Personnel Commissioners reported:** No updates

### 8. Next Meeting Date: February 15, 2024 – 3:30 p.m.

### ACTION SESSION

#### 9. Approval of Revision to School Bus Attendant Job Description

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

#### 10. Approval of Revision to Dispatcher Job Description

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

#### 11. Approve the Following Examination Announcements

- Campus Attendant – Casa De Oro
- Campus Attendant – Kempton
- Campus Attendant – Loma
- Campus Attendant – Sweetwater Springs
- ESS Site Lead

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

#### 12. Approve the Following Eligibility Lists

- Campus Attendant – Highlands
- Campus Attendant – La Mesa Arts Academy
- Custodian
- Gardener
- Extended School Services Recreation Attendant
- Extended School Services Program Aide
- Health/Attendance Technician
- Paraprofessional
- Paraprofessional – Preschool
- Paraprofessional – Special Education
- School Office Assistant
- School Office Manager

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

#### 13. Adjournment

*Babbitt adjourned at 3:49 p.m.*

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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)