



La Mesa-Spring Valley Schools

Personnel Commission

Regular Meeting

Thursday, March 14, 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, March 14, 2024 3:30 p.m.**

OPENING PROCEDURE

1. **The meeting of March 14, 2024 was called to order at 3:04 by Commission Chair Steve Babbitt**
2. **Pledge of Allegiance was led by Babbitt**
3. **Roll Call/Establishment of a Quorum**

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

CLOSED SESSION

4. **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.)
 - Public Employee Performance Evaluation (Gov. Code §54957), Director, Classified Personnel
5. **Recess Until Regular Session at 3:30 p.m.**

ACTION SESSION

6. **Reconvene Meeting – 3:30p.m.**
 - Report of action, if any, from Closed Session
Nothing to report out from closed session.
7. **Approve the Agenda of the March 14, 2024 Regular Meeting**
It was moved by Pratt, seconded by Babbitt, motion passed unanimously

INFORMATION SESSION

8. **Items from the Floor**
 - None
9. **Information Items**
 - **Personnel Update – Director, Classified Personnel, Andrea Rivera reported:**
 - Rivera reported that her team will open the Director, Child Nutrition recruitment on March 15, 2024, and Ali Junker, Human Resources Analyst, is working diligently with Tina Douglas, Assistant Superintendent, Business Services, on the examination details. Rivera also stated that the district hasn't recruited for this position in 23 years so it will essentially be a new exam process. Rivera advised her team has been moving through the Paraprofessional-Special Education exam

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process. With the selection interviews currently scheduled, they may be able to get the number of vacancies in the low 20s. This would be a new low vacancy number for this year. Rivera's team has already filled nearly 90 vacancies and Rivera see them easily going over 100 before the year is over. That'll be a new high for the personnel commission department and will place their turnover at approximately 30% over the course of the year for this classification.

- Rivera held a steering committee meeting for a preliminary review of the draft job descriptions for the Business Services, Duplicating, and Health job families. Rivera shared job descriptions with the team approximately a week ahead of time and encouraged everyone to review them and let her know if there were any questions. The meeting went well and Rivera is now taking the job descriptions to bargaining for approval. She will also begin the discussion surrounding compensation.
- Rivera stated that she is excited to announce that the district classified employee of the year is Charles Hicks Jr., Senior Custodian at La Mesa Dale Elementary School. Rivera and her team took a field trip out to the site to personally congratulate Hicks and bring him a small token of their appreciation for all of the hard work that he does. They will be honoring Hicks and all other classified employees of the year during the June personnel commission meeting.

- **District Update – Assistant Superintendent, Human Resources, Dr. Meg Jacobsen reported:**
 - Jacobsen reported the bargaining team will be meeting on March 15, 2024. They will be discussing the first job description batch as well as compensation.
 - Jacobsen also mentioned bargaining about article regarding transportation, evaluations and uniforms for certain classifications.
 - Jacobsen mentioned the finalization of the 6th grade teacher transition from elementary to middle school. She mentioned all district-initiated transfers have been placed in their position and now others are applying. She then said that it will be settled after spring break.

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

- **Personnel Commissioner Update – Personnel Commissioners reported:**
 - Babbitt and Pratt mentioned that they had a pleasant time at the CSPCA Conference in Monterey. They spoke about a few of the different lectures they attended.

10. Next Meeting Date: April 11, 2024 – 3:30 p.m.

CONSENT AGENDA ACTION SESSION

The Commission considers all matters listed under the Consent Agenda to be routine and will adopt them in one motion. There will be no discussion on these items before the Commission votes on the motion unless a commissioner requests that a specific item(s) be discussed and/or removed from the Consent Agenda.

- 11. Approve the Minutes of the February 15, 2024 Regular Meeting**
- 12. Approval of Revision of Director, Child Nutrition Job Description**
- 13. Approve the Following Examination Announcement**

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- Director, Child Nutrition
- Licenses Vocational Nurse
- Senior Custodian
- School Office Assistant – Bilingual
- Supervisor, Transportation

14. Approve the Following Eligibility Lists

- Campus Attendant – Casa De Oro
- Campus Attendant – La Mesa Arts Academy
- Campus Attendant – Maryland Ave
- Campus Attendant – Northmont
- Campus Attendant – Rancho
- Child Nutrition Service II
- Extended School Services Site Lead
- Extended School Services Program Aide
- Extended School Services Recreation Attendant
- Network Engineer
- Paraprofessional
- Paraprofessional – Preschool
- Paraprofessional – Special Education
- School Bus Attendant
- School Bus Driver

It was moved by Pratt, seconded by Babbitt, motion passed unanimously

15. Adjournment

Babbitt adjourned the meeting at 3:45 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