

**La Mesa-Spring Valley Schools, Personnel Commission Regular Meeting
Thursday, April 19, 2018, 5:00 p.m.**

Minutes

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. Call to Order

The meeting of April 19, 2018 was called to order at 5:06 pm by Chair Patricia Ridenour.

2. Commissioner Roll Call/Establishment of a Quorum

Patricia Ridenour, Chair	x	present	<input type="checkbox"/>	absent
Arashmidos Monjazebe	x	present	<input type="checkbox"/>	absent
Steve Babbitt	x	present	<input type="checkbox"/>	absent

3. Pledge of Allegiance

The Pledge of Allegiance was led by Ridenour.

4. Introductions

New attendees introduced themselves.

ACTION SESSION

- 5. Approve the Agenda as amended of the April 19, 2018 Regular Meeting** **ACTION**
Motion by Monjazebe, second by Babbitt. Motion passed unanimously.

- 6. Approve Minutes of the March 15, 2018 Regular Meeting** **ACTION**
Motion by Babbitt, second by Monjazebe. Motion passed unanimously.

- 7. Approve the Following Examination Announcements** **ACTION**
- Central Kitchen Cook (Promotional Only)
 - Central Kitchen Manager
 - Information Technology Technician
 - Paraprofessional-Special Education
 - School Office Manager
- Motion by Babbitt, second by Monjazebe. Motion passed unanimously.*

- 8. Approve the Following Eligibility Lists** **ACTION**
- Administrative Assistant II
 - Extended School Services Assistant Lead
 - Extended School Services Program Aide
 - School Bus Driver
 - School Office Assistant
 - Skilled Maintenance Worker II
 - Supervisor, Information Technology
- Motion by Monjazebe, second by Babbitt. Motion passed unanimously.*

- 9. Approve amended Resolution for Full and Fair Funding** **ACTION**
Motion by Babbitt, second by Monjazebe. Motion passed unanimously.

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INFORMATION SESSION

10. Training and Development Update

INFORMATION

Alison Junker, Human Resources Analyst, advised that she has met with members of the training and development team where she has received many interesting ideas for the mentoring and job shadowing program that is currently being developed. Junker indicated that Marla, Executive Assistant to Tina Sardina, Assistant Superintendent, Human Resources, has been very helpful with ideas for what is really needed at the school sites since she has many years of experience working at the school sites. In addition, members of payroll have been assisting with identifying classes through Optum Health and CSEA to schedule a variety of classes and trainings at a staff development day during the two week October break at one of our school sites. The district would compensate those who attend a class, such as a CPR/First Aid certification that is a requirement for their position. She is also working with Human Resources to develop a CPR/First Aid certification program for those employees whose job now requires them to be CPR/First Aid certified that will be less time impact for the schools and a less financial impact to the District.

11. Recruitment and Selection Update

Tina Cano, Human Resources Specialist, advised that it is a busy time for recruitments. She indicated the Paraprofessional-Special Education classification opened again since it is still a need for the District. In addition, she is working closely with Jill Whittenberg, Director, Child Nutrition to ensure the Central Kitchen Manager and Central Kitchen Cook recruitments provide her with the most well qualified candidates.

12. First Reading of proposed budget for Personnel Commission for 2018-19. Item will appear under Action Session at regular meeting in May 2018.

INFORMATION

Thomas detailed a proposed 2018-2019 budget to the Commissioners. His goal is to stay as close as possible to last year's budget.

13. Items from the Floor

No items

INFORMATION

14. Information Items

- District Update – Assistant Superintendent, Human Resources, Tina Sardina
Assistant Superintendent, Business Services, David Feliciano

No Update

- CSEA Update – Chapter 419 President, Ahmad Swinton

No Update

- Personnel Update –Director, Classified Personnel, C. Xavier Thomas

No Update

- Personnel Commissioner Update – Personnel Commissioners

Ridenour advised that she is hard at work preparing the CSPCA newsletter that will be disseminated to the entire state.

15. Regular Personnel Commission Meeting Schedule

INFORMATION

May 17, 2018 12:30 p.m.

June 21, 2018 12:30 p.m.

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16. The Personnel Commission will Adjourn to Closed Session Pursuant to Government Code 54957(b)

- Employment of the Director, Classified Personnel.

17. Reconvene to Open Session

- No Report of Action

18. Adjournment

ACTION

Motion by Babbit, second by Ridenour, Motion passed unanimously. Meeting adjourned at 7:05 p.m.