



La Mesa-Spring Valley Schools

Personnel Commission

Regular Meeting Minutes

Thursday, January 16, 2020 4:30 p.m.

Education Service Center

Board Room

4750 Date Avenue, La Mesa, CA 91942

**La Mesa-Spring Valley Schools, Personnel Commission Regular Meeting
Minutes - Thursday, January 16, 2020, 2019 4:30 p.m.**

OPENING PROCEDURE

1. The meeting of January 16, 2020 was called to order a 4:31 p.m. by Chair Person Babbitt
2. The Pledge of Allegiance was led by Vice-Chair Ridenour
3. Roll Call/Establishment of a Quorum

Steve Babbitt, Chair	x	present	<input type="checkbox"/>	absent
Patricia Ridenour, Vice Chair	x	present	<input type="checkbox"/>	absent
Jeremy Martinson	x	present	<input type="checkbox"/>	absent

ACTION SESSION

4. **Approve the Agenda of the January 16, 2020 Regular Meeting**
Motion by Ridenour, second by Martinson. Motion passed unanimously
5. **Approve the Minutes of the December 19, 2019 Regular Meeting**
Motion by Martinson, second by Ridenour. Motion passed unanimously
6. **Approve the Following Examination Announcements**
 - Central Kitchen Manager
 - School Bus Attendant
 - Skilled Maintenance Worker II*Motion by Ridenour, second by Martinson. Motion passed unanimously*
7. **Approve the Following Eligibility Lists**
 - Campus Attendant
 - Custodian
 - Extended School Services Paraprofessional-Special Education
 - Paraprofessional-Special Education*Motion by Ridenour, second by Martinson. Motion passed unanimously*
8. **Approve acceptance of District's offer to pay and host Brown Act Training**
Motion by Martinson, second by Babbitt, Ridenour abstained. Motion passed
9. **Approval to change the following Personnel Commission Regular Meeting Dates and Times**

February 20, 2020	4:30 p.m.
April 9, 2020	4:30 p.m.

The February regular meeting was changed to Tuesday, February 18, 2020 at 4:30 pm and the April regular meeting was changed to April 16, 2020 at 4:30 p.m.
Motion by Ridenour, second by Martinson. Motion passed unanimously

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INFORMATION SESSION

10. Items from the Floor

Felicia Cantu, Office Assistant II, inquired about the process of filling interim positions. Xavier Thomas, Director, Classified Personnel, advised the hiring manager has the flexibility to choose who they wish to fill a vacancy on an interim basis. The Personnel Commission's role is to ensure the interim the minimum qualifications of the position. John Sullivan, Senior Custodian, La Mesa Dale Elementary, asked if the Commissioners would consider visiting school sites to introduce themselves and get to know some of the classified staff. All Commissioners agreed they would be willing to visit sites.

11. Information Items

- District Update -
 - Assistant Superintendent, Human Resources, Tina Sardina, advised the classified evaluation pilot is moving along nicely. She is proud of the work being done. Sardina advised LMSV Schools is one of two districts in the entire county who will be piloting this new classified evaluation process. She, also, advised the CSEA and CTA have come together with the Wellness Committee to sponsor and promote participation in the upcoming Hot Chocolate 5k/15k which will take place on March 22, 2020.
 - Assistant Superintendent, Business Services, Jennifer Nerat
No update
- CSEA Update – Chapter 419 President, Ahmad Swinton, thanked the Commissioners for the impromptu collaboration of the changing of the February regular meeting in order to accommodate some items that will need to be placed on the February Agenda. He advised the bilingual job descriptions were ratified. He also added the most recent Job Family Study recommendations and Successor's Contract are currently going through the 610 process. He summarized and explained the 610 process.
- Personnel Update - Director, Classified Personnel, C. Xavier Thomas
 - Stakeholder Survey
 - Up Close and Personnel
 - Communication - Newsletter/PR
 - Update of PC Rules and Regulations

Thomas wished a Happy New Year to all in attendance. Thomas expressed his pleasure that Swinton and Feliciano will be attending the Annual CSPCA conference in February. Thomas read aloud suggested questions that could be included in a Stakeholder Survey. He will submit a draft of these questions at the next regular meeting. The Commissioners and Thomas discussed utilizing the CSEA newsletter to communicate with classified staff about the Personnel Commission. Thomas also advised he will be shadowing the District's plumber the following day as part of the Personnel Commission's "Up Close and Personnel" series. In addition, Thomas advised if time permits, he will schedule a meeting with stakeholders in order to prioritize updates to the PC Rules and Regulations and will provide an overview of this meeting at the February regular meeting.

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- Personnel Commissioner Update - Personnel Commissioners
Commissioner Martinson advised he recently met with members of the CSEA eboard, Tina Sardina and PC staff in order to familiarize himself with the CSEA, District and Personnel Commission processes.
- Job Family Studies Update - Human Resources Analyst, Ali Junker advised she is hopeful the most recent job family study recommendations will successfully go through the 610 process. She has begun working on the next set of job families which include; Child Nutrition and Instruction job families. She is hopeful they will be complete within four to five months.
- Recruitment and Selection Update - Human Resources Specialist, Tina Cano, advised she currently has nine active recruitments with all of them being “continuous” recruitment, such as; Paraprofessional-Special Education, Paraprofessional-Preschool, Campus Attendant and Extended School Services Program Aide.

CLOSED SESSION

12. The Personnel Commission will adjourn to Closed Session pursuant to Government Code 54957(b)

- Employment of the Director, Classified Personnel
- Conference with Legal Counsel- Anticipated Litigation (one case) (GC 54956.9)

ACTION SESSION

13. Reconvene to Open Session

- No Report

14. Motion by Babbitt, second by Martinson. Motion passed unanimously. Meeting adjourned at 7:15 p.m.