



La Mesa-Spring Valley Schools

Personnel Commission

Regular Meeting Minutes

Tuesday, September 20, 2022 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
Minutes**

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OPENING PROCEDURE

1. **The meeting of September 20, 2022, was called to order at 3:34 p.m. by Commission Chair Jeremy Martinson**
2. **The Pledge of Allegiance was led by Commissioner Patricia Ridenour**
3. **Roll Call/Establishment of a Quorum**

Jeremy Martinson, Chair	x present	absent
Steve Babbitt, Vice Chair	present	x absent
Patricia Ridenour, Member	x present	absent

ACTION SESSION

4. **Approve the Agenda of the September 20, 2022 Regular Meeting.**
Motion by Ridenour, seconded by Martinson, motion passed unanimously.
5. **Approve the Minutes of the August 16, 2022 Regular Meeting as amended**
Motion by Ridenour, seconded by Martinson, motion passed unanimously.

INFORMATION SESSION

6. **Items from the Floor- None.**
7. **Information Items**

District Update

Assistant Superintendent, Human Resources, Dr. Meg Jacobsen, advised the district has hired close to 35 paraprofessionals since school started; triple the amount during the same time last year. Jacobsen advised the district is working on extending the stipend for the Paraprofessional-Special Education. Jacobsen expressed her gratitude to the Personnel Commission staff for ensuring the transitional kindergarten classes are fully staffed. All paraprofessional classifications have been increased to 6 hours; which may be leading to an increase in qualified applicants. Jacobsen expressed her appreciation to the PC team and all of their hard work. Jacobsen advised the district reached a tentative agreement with the teacher's union for a 7% on-going/on-schedule salary increase. LMSV is a "me-too" district so the salary increase will be for classified staff and managers, as well. LMSV hasn't had a 7% increase in over two decades. Jacobsen advised she has worked with PC staff and resource teachers to design and hold a "No Sressa for the ESSA" math class and hope to do the same for English Learners. Many Campus Attendants express their interest in Paraprofessional positions hopefully this class will help them.

Assistant Superintendent, Business Services, Jennifer Nerat was unable to attend, Meg Jacobsen reported for Jennifer Nerat. Jacobsen advised the business services department is busy working to update the salary schedules to see what they will look like with the 7% increase. Jacobsen advised that the business department is excited about the Eric Hall & Associates; specifically the study into the maintenance and operations department. The study will look at the organizational structure and appropriate career ladders.

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CSEA Update – Chapter 419 President, Ahmad Swinton - None.

Personnel Update – Director, Classified Personnel, Andrea Rivera, advised PC staff is sad to see Tina Cano, HR Specialist, resign but is excited for her growth opportunity. Rivera advised she is looking to find a district to run the recruitment to replace Cano. Rivera advised Tammy Callen, Executive Assistant I, Human Resources, will be assisting the PC staff with taking meeting minutes. Rivera advised the PC staff is working tirelessly to fill classified positions that are crucial to the effective operation of schools. Since July 1, 2022, PC staff had filled 7 Paraprofessional-Preschool, 14 Paraprofessional (utilized in the Transitional Kindergarten classrooms), and 35 Paraprofessional-Special Education positions. Rivera advised she and Ali Junker, Human Resources Analyst, have been working a lot on background data needed for the Global Study. Two Zoom meetings will take place on September 27, 2022. The sessions will be recorded so that those unable to attend can view at their convenience. Rivera advised that she established contact with Musick and Peeler, and Kristine Kwong for legal opinion. She advised she and Chairman Martinson have been in contact with Kwong to obtain the legal opinion. The next step is to have the commission's neutral legal counsel to meet with the district legal counsel. She anticipates bringing more information to the October meeting.

Personnel Commissioner Update – Personnel Commissioners

Ridenour advised she would attend the San Diego Regional zoom meeting on September 23, 2022. Ridenour is leaving the commission on December 1, 2022. Ridenour advised that she would like to do an evaluation before the scheduled June 2023. Commissioners agreed to complete the evaluation at the November meeting.

8. Director, Maintenance, Operations, & Facilities Job Description and Eligibility List Legal Research

Rivera stated as directed from the last meeting, she reached out to Musick and Peeler and neutral legal counsel, Kristine Kwong. She has received preliminary information. Rivera's recommendation is to bring information forward at the next October meeting. Martinson stated the process takes a long time and he is eager to get it figured out. Ridenour noticed many upset employees at the previous meeting, but none at this meeting. She expressed her concern that she has heard nothing regarding the situation. Ridenour asked whether or not there was a need for a closed session. Rivera advised she is not able to contract with outside counsel until approved by the commissioners. Martinson stated the legal concern "Do we have the authority to invalidate a list?" Ridenour expressed her concern about the level of discontent. Rivera advised the the Personnel Commission is in a holding pattern and are taking action by not making a decision at this point. Rivera continued, additional dialogue is needed before any decisions are made. Rivera advised she will inform the Personnel Commissioners with findings and recommendations for action items. Rivera encouraged the commissioners to inform her if they would like additional information apart from the emailed weekly updates that she sends to the commissioners.

9. Next Meeting Date: Tuesday October 18, 2022 – 3:30 p.m.

ACTION SESSION

10. Approval of the Reclassification of Eva Munoz, Administrative Assistant I, to Administrative Assistant II, per Ed Code Section 45285 and PC Rules and Regulations 30.300.2 to 30.300.4, to be Effective April 27, 2022.

Motion by Ridenour, seconded by Martinson, motion passed unanimously.

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11. Approval to Abolish the Classification of Administrative Assistant I and reclassify remaining incumbent to Administrative Assistant II, effective September 8, 2022.

Motion by Ridenour, seconded by Martinson, motion passed unanimously.

12. Approval of Revision to Administrative Assistant II Classification Title:

From: Administrative Assistant II
To: Administrative Assistant

Motion by Ridenour, seconded by Martinson, motion passed unanimously.

13. Approve the Following Examination Announcements

- Health/Attendance Technician-Bilingual
- Human Resources Specialist

Motion by Ridenour, seconded by Martinson motion passed unanimously.

14. Approve the Following Eligibility Lists

- Campus Attendant- AVO
- Campus Attendant- LEA
- Campus Attendant- LMD
- Campus Attendant- Trust
- Child Nutrition Services I
- Extended School Services Program Aide
- Extended School Services Recreation Attendant
- Library & Learning Resources Technician
- Paraprofessional-Preschool
- Paraprofessional-Special Education
- Student Data Technician
- Supervisor, Extended School Services

Motion by Ridenour, seconded by Martinson motion passed unanimously.

15. Approve to Extend the Following Eligibility Lists

- School Office Assistant - Bilingual

Motion by Ridenour, seconded by Martinson motion passed unanimously.

16. Adjournment

Motion by Ridenour, seconded by Martinson, motion passed unanimously to adjourn the meeting at 4:13 p.m.

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accessibility to this meeting. Upon request, the District shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

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