



La Mesa-Spring Valley Schools

Personnel Commission

Regular Meeting Minutes

Tuesday, November 15, 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**

Tuesday, November 15, 2022 3:30 p.m.

OPENING PROCEDURE

1. **The meeting of September 20, 2022, was called to order at 3:32 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	x present	absent
Patricia Ridenour, Member	x present	absent

ACTION SESSION

4. **Approve the Agenda of the November 15, 2022 Regular Meeting.**
Motion by Ridenour, seconded by Martinson, motion passed unanimously.
5. **Approve the Minutes of the October , 2022 Regular Meeting as amended**
Motion by Ridenour, seconded by Martinson, Babbitt abstained. Motion passed.

INFORMATION SESSION

6. Items from the Floor

Scott Morris, Lead Maintenance Worker, thanked the Commissioners for having an open mind and taking a look at the current process and outcome for the Director, Maintenance, Operations, & Facilities recruitment. He also thanked the LMSV Personnel Commission staff for their hard work in recruiting for the maintenance and operations department (M&O). He stated that a majority of the employees in M&O have a strong interest in how the merit system works.

Harrold Wigg, Lead Maintenance Worker, thanked the Commissioners for listening to their thoughts, concerns and needs of employees of this district. He stated that it was nice to have open ears and people listening and understanding their thoughts, concerns and needs and that this forum is a valuable tool for the district.

7. Information Items

District Update- Assistant Superintendent, Human Resources, Dr. Meg Jacobsen, advised the following:

- It has been an honor to serve with Ridenour, bittersweet to say goodbye and a big thank you for her service.
- Cold, flu and Covid season is here. The HR staff members are working to cover lots of absences; trying to keep everyone safe and happy.
- The school board approved a 7% pay increase. November paychecks will show the increase, the retroactive to July 1, 2022 payment will be in paychecks in January or February.
- She expressed her gratitude to Ali Junker, Human Resources Analyst, and Rivera for working tirelessly to fill positions. They have been working hard while their HR Specialist position is vacant.
- The HR and PC partnership has grown.

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- Parent conference week: November 14th.
- Thanksgiving break week of November 21st.
- Nerat not available for the meeting.

CSEA Update – Chapter 419 President, Ahmad Swinton, advised the following:

- Ahmad Swinton, CSEA President was unavailable. Jennifer Carik, represented CSEA and presented an award to Ridenour for her service.

Personnel Update- Director, Classified Personnel, Andrea Rivera, advised the following:

- Junker filled six Paraprofessional-Special Education vacancies over the previous week; she and Junker are working through several other recruitments.
- Concluded the questionnaire portion of the classification and compensation study with over 70% participation; entering the interview phase for all classifications over the next several weeks with the instructional family prioritized first.
- Last meeting with Commissioner Ridenour. The PC team appreciates Ridenour's dedication to La Mesa-Spring Valley and wishes her the best. The incoming commissioner, Barbara Pratt, was noted as a member of the audience and PC staff look forward to swearing her in at next month's meeting.

Commissioner update- Personnel Commissioners

- Ridenour thanked everyone. The Commissioners thanked Ridenour. Deep appreciation for the merit system.

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

- Rivera reached out to Kristine Kwong, neutral legal opinion, about the job description and was told that a job description can be amended as we see fit as long as there is a business need and it complies with legal parameters.
- There may be changes to the job description that are needed that will most likely go to a future PC meeting.
- Kwong advised that there are only two instances when an eligibility list can be invalidated before its expiration date.
 - If the list is exhausted
 - If the people on the list are unavailable for appointment
- Two other merit districts in San Diego County are using this practice but it is not recommended to take on this liability.
- Discussion with commissioners about not invalidating the lists. There was considerable cost for this difficult situation; both monetary and human cost. The commissioners expressed their understanding that managers need to pay close attention to the job descriptions. Babbitt thanked Martinson for his time and thoughtfulness.

9. Next Meeting Date: Tuesday December 6, 2022 – 3:30 p.m.

REPORTS OF STAFF

10. 2021-2022 Personnel Commission Annual Report

- Rivera provided an overview of the 2021 - 2022 Annual Report. She highlighted certain unique or important facts about classified staffing over the past year.

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11. Approval of 2021 – 2022 Annual Report for Submission to Board of Education

It was moved by Babbitt, seconded by Martinson, motion passed unanimously.

12. Approval of Proposed New Job Classification Contracts Analyst with Salary Recommendation Step A \$29.77 per hour to Step F \$38.05 per hour

It was moved by Babbitt, seconded by Ridenour, motion passed unanimously. .

13. Approval of Proposed New Job Classification Supervisor, Human Resources with Salary Recommendation Step A \$37.83 per hour to Step F \$47.15 per hour

It was moved by Ridenour, seconded by Babbitt, motion passed unanimously.

14. Approval of Revision to Paraprofessional-Preschool Job Description

It was moved by Babbitt, seconded by Ridenour, motion passed unanimously. .

15. Approval of Revision to Parent/Community Liaison Job Description

It was moved by Ridenour, seconded by Babbitt, motion passed unanimously. .

16. Approve the Following Examination Announcements

- Behavior Intervention Technician
- Child Nutrition Services II
- Custodian
- Extended School Services Assistant Lead
- Health/Attendance Technician - Bilingual
- Database Administrator
- Occupational Therapist

It was moved by Babbitt, seconded by Ridenour, motion passed unanimously. .

17. Approve the Following Eligibility List

- Campus Attendant – FLH
- Campus Attendant – KEM
- Campus Attendant – LMAAC
- Campus Attendant – LOM
- Campus Attendant – MAA
- Campus Attendant – MUM
- Campus Attendant – NOR
- Campus Attendant – ROL
- Campus Attendant – STEAM
- Campus Attendant – SVA
- Campus Attendant – SWS
- Child Nutrition Services II
- Director, Transportation
- Elementary Kitchen Manager I
- Extended School Services Lead Program Assistant
- Extended School Services Program Aide
- Extended School Services Recreation Attendant
- Health/Attendance Technician
- Health/Attendance Technician – Bilingual
- Human Resources Analyst

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- Human Resources Technician
- Office Assistant II
- Paraprofessional
- Paraprofessional-Preschool
- Paraprofessional-Special Education

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

CLOSED SESSION

18. The Personnel Commission will adjourn to Closed Session pursuant to Government Code 54954.5

- Public Employee Performance Evaluation (Gov. Code §54957), Director, Classified Personnel

Nothing to report out from the closed session.

19. Adjournment

Motion by Martinson, second by Babbitt, motion passed, motion passed unanimously. . Meeting adjourned at 4:47p.m.

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