[redacted]

Thursday, January 28, 2021, 4:00 p.m.

Pursuant to Governor Newsom's Executive Order N-71-20, the Personnel Commission's meetings wil Ď ź m Ď participate in the meeting via Zoom, as follows:

Zoom Link: https://cajonvalley.zoom.us/j/93195766740?pwd=ejduaEE3YklyWEp1dVEvTVliVGxwUT09
Meeting ID: 931 9576 6740
Passcode: 77ua2iv8OL
Dial-in: +13017158592,,93195766740#

Employees or members of the public who wish to make a public comment regarding items on this agenda must submit comments to diazm@cajonvalley.net, **no later than 3:00 p.m. on January 28, 2021**. Please label all comments submitted for public comment as "FOR PUBLIC COMMENT." Comments will be read

eference for the comment to be read before the

als with disabilities who wish to submit public
Maritza Diaz at diazm@cajonvalley.net.

GENDA

1. REGULAR MEETING OPEN SESSION

a. Call to Order/Pledge of Allegiance

b. Roll Call/Establishment of Quorum

Timothy McKay, Chair	_ present	_ absent
Terina Brooms, Vice Chair	_ present	_ absent

c. Moment of Silence

Hilda T. Betancourth, Extended Day Program Aide, 24 years of service

Joseph Bird, Carpenter, 28 years of service.

2. PUBLIC COMMENT – Members of the public shall have the opportunity to address the Personnel Commission regarding items on the agenda or matters directly related to the Commission's business. In accordance with the Brown Act, the Commissioners may not act upon, or engage in a discussion of, non-agenda items or issues raised during public comment except to: 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

3. APPROVAL OF PROPOSED AGENDA

a. Approve the agenda of the Regular Meeting on January 28, 2021

Motion by:_____, Seconded by_____. Vote:_____

4. CORRESPONDENCE

a. The Personnel Director will provide information to the Commission regarding correspondence related to Commission matters.

5. APPROVAL OF MINUTES

a. Approve the minutes of the Regular Meeting on December 17, 2020

Motion by:_____, Seconded by_____. Vote:_____

6. INFORMATION/DISCUSSION ITEMS

a. Review of Applications Received for the Joint Appointee to the Personnel Commission.
   i. Pursuant to Education Code section 45246(b)(2), the Appointee of the Governing Board and the Appointee of the Classified Employees will review the applications received to be able to make a public announcement of the name of the person they intend to appoint during a future meeting.

b. Update on Requests for New/Revised/Reclassification of Positions
   i. Request for Classification Study–Secretary (Bilingual), Student Services
   ii. Instructional Assistant/Special Education Classroom Assistant

c. Request for Department and School Site Organization Charts

d. BoardDocs – School Board Management Software Solution

e. Vacancies/Recruitments/Personnel Activity
   i. Staff will review status of current vacancies, ongoing recruitment, and establishment and status of eligibility lists.

7. ACTION ITEMS

a. Revision to 2021 Schedule of Regular Meetings of the Personnel Commission:

Representative

c. Cajon Valley Union School District Report(s)
   i. Michelle Hayes, Assistant Superintendent – Personnel Services, will provide update information on current negotiations with CSEA and its Chapter 179.
d. Personnel Director Report, Maritza Diaz
e. Commission Members' Report(s)

9. NEXT PERSONNEL COMMISSION MEETING

a. March 4, 2021, pending revised calendar approval.

10. ADJOURNMENT

PUBLIC COMMENTS

Information to Attendees:

To run our meetings as efficiently as possible, the Personnel Commission requests that public comments be submitted in advance of the meeting. An opportunity was provided to submit comments via email to the Personnel Director.

As a reminder, Personnel Commission meetings are not interactive meetings; it is a meeting of the Personnel Commission held in the public's view. The public may participate during the "Public Comment" portion of the meeting.

When individuals address the Personnel Commission under Public Comments, due to legal constraints, the Commission cannot and will not take action. The Commission is required to take action only on items that have been publicized on the agenda in advance of the meeting.

The public may speak to any item on the agenda at the time the item is considered by the Commission. Topics not on the agenda, which are brought to the Commission's attention, may be investigated by Administration and a report made to the Commissioners, either publicly or privately.

If you have questions about the Personnel Commission meeting process, please contact Maritza Diaz by email at diazm@cajonvalley.net

CAJON VALLEY UNION SCHOOL DISTRICT

Minutes of the Regular Meeting

P E R S O N N E L C O M M I S S I O N

Date: December 17, 2020 Zoom Meeting

MEMBERS PRESENT: Tim McKay, Chair
Terina Brooms, Vice Chair

STAFF REPORTING: Maritza Diaz, Director – Classified Personnel
Michelle Hayes, Assistant Superintendent/Director

SWEARING IN OF TERINA BROOMS - NEW THREE YEAR TERM

Terina Brooms was sworn in as the Board Appointee to the Personnel Commission and took the oath of office.

1. REGULAR MEETING OPEN SESSION:

a. The December 17, 2020 regular meeting of the Personnel Commission was called to order at 4:03 p.m., by Tim McKay, Acting Chair. He welcomed the audience. Mark Reagles led the salute to the flag.

b. Roll Call/Establishment of Quorum
Tim McKay - Present
Terina Brooms - Present

2. PUBLIC COMMENTS:

Public comment submitted through email:

Akilah Pineda commented: *In hearing that discussions of SECA's being reclassified as ICA's (Instructional Classroom Assistants), have been going on unknowingly to us, I wanted to make sure that*

bit, black eyes, cut, bumps, bruises, tables and chairs tossed, classrooms destroyed. Some of us run G-tube feedings, or other specialized things. We teach life skills so that our students can learn to be as

California Schools Personnel Commissioners Association (CSPCA) Merit Academy save-the-date was provided.

6. APPROVAL OF MINUTES:

a. Approve the minutes of the Special Meeting on November 19, 2020

b. Approve the minutes of the Regular Meeting on November 19, 2020

c. Approve the minutes of the Special Meeting on November 30, 2020

A motion was made by Tim Mckay and second by Terina Brooms to approve minutes for meetings as presented.

Vote: Motion passed with Mr. McKay and Ms. Brooms in favor.

7. ACTION ITEMS:

a. Approval of Personnel Commission 2021 Meeting Dates

Approve recommended dates for 2021 Personnel Commission meetings as recommended.

A motion was made by Tim Mckay and second by Terina Brooms to approve.

Vote: Motion passed with Mr. McKay and Ms. Brooms in favor.

b. Approval of Reclassification Recommendation

i. Reclassify five (5) positions, along with incumbents, from Child Nutrition Services Lead-Serving Kitchen (Range 15) to Child Nutrition Services Lead-Production/Serving Kitchen (Range 17).

ii. Waive rule 30.300.2 of the Personnel Commission Rules & Regulations to reclassify and reallocate incumbents effective November 20, 2020, pending CSEA negotiations.

iii. Abolish the Child Nutrition Services Lead-Serving Kitchen job classification.

A motion was made by Tim Mckay and second by Terina Brooms to approve reclassification effective November 20, 2020 and abolishment of Child Nutrition Services Lead – Serving Kitchen position.

Vote: Motion passed with Mr. McKay and Ms. Brooms in favor.

c. Approval of New Classification Family for Classified Employees' Salary Schedule

Approve recommended establishment of the Safety/Security job classification family.

Ms. Brooms asked the Security term be removed from Safety/Security.

A motion was made by Tim Mckay and second by Terina Brooms to approve with changes.

Vote: Motion passed with Mr. McKay and Ms. Brooms in favor.

d. Approval of Reassignments of Classifications to Safety Classification Family.

i. Approve recommendation to reassign Campus Aide position to the Safety classification family.

ii. Approve recommendation to reassign Locker Room Attendant position to the Safety classification family.

iii. Approve recommendation to reassign Campus Assistant position to the Safety classification family.

iv. Approve recommendation to reassign Campus Safety Lead position to the Safety classification family.

A motion was made by Tim Mckay and second by Terina Brooms to approve classification family reassignments.

Vote: Motion passed with Mr. McKay and Ms. Brooms in favor.

e. Approval of Minimum Wage Salary Recommendations

Reallocate the classifications identified as not meeting the minimum wage requirement of $14.00 per hour beginning January 1, 2021, and relative job family classifications as recommended.

i. Reallocate Campus Aide, along with incumbents, from Range 05 to Range 07, effective January 2021.

ii. Reallocate Locker Room Attendant (no incumbents in classifi

f. Unconditional Commitment to Ralph M. Brown Act.

Personnel Commissioner’s unconditional commitment pursuant to Ralph M. Brown Act.

A motion was made by Tim Mckay and second by Terina Brooms to approve commitment.

b. CVAA/CVSA

Naomie Rodrigues, Executive Coordinator – Superintendent's Offices, thanked Mr. McKay for contacting her and adding the Cure and Correct to the agenda. She thanked Commissioners for their commitment to the the Brown Act. Ms. Rodrigues congratulated the Commission and Ms. Diaz on her appointment as Director.

c. Cajon Valley Union School District Report(s)

i. Staff will provide update information on current negotiations with CSEA and its Chapter 179.

Michelle Hayes congratulated Ms. Brooms on her Commissioner appointment. Ms. Hayes congratulated Ms. Diaz on her Director appointment. Ms. Hayes reported nine classified employees o ± א ט ¯ ä

Respectfully submitted,

Maritza Diaz, Recording Secretary/Director

Tim McKay, Chair

JOINT COMMISSIONER APPOINTMENT INFORMATION

In accordance with the Personnel Commission Rules & Regulations, and Education Code Sections 45245, 45246 (2) (c) (d), 45247, and 45248, Appointment and Terms of Personnel Commissioners, one member of the Commission shall be appointed by the Governing Board, one

PROFESSIONAL SUMMARY

A results-oriented, high energy Police Detective with 10+ years

- Monitor, note, report, and investigate suspicious persons and situations, safety, hazards and unusual or illegal activity in patrol area.

SKILLS , TRAINING AND ACHIEVEMENTS

- Advanced POST Approved Courses/Trainings (various topics) ±1,248 hours 2006- Present
- Recipient of numerous letters of gratitude and appreciation from various businesses and entities throughout San Diego County.
- Conducted various trainings on Middle Eastern Cult D O $ Z D U H Q H V V W R W K H 6 D Q ' L H J R ' L V W U) L U H 5 H V F X H / (& &) % , - 7 7) 6 K H U L I I ¶ V ' H S D U W P H Q W 3 2 6 7 5 H V H U Y H S - Present
- Meritorious Unit Citation - May 2019
- Involved in various POST training videos related to first-line leadership, Suspicious Activity Reports, and updated medical laws ±2018
- ICI Domestic Violence Investigators Training ±Core Course - 2018
- Refugee of the Year Award ±June 2017
- Meritorious Service Award ±May 2017
- Anti-Defamation League (ADL) Award Recipient/Honoree ±March 2017
- Heartland Fire Department Award ±Dedication to Public Safety 2017
- Distinguished Service Award ±San Diego Crime Commission ±January 2015
- Vetted/Secret Clearance through Department of Homeland Security ±January 2015
- Meritorious Unit Citation ±May 2014
- Officer of the Month ±November 2012