



Thursday, December 17, 2020, 4:00 p.m.

Pursuant to Governor Newsom's Executive Order N-71-20, the Personnel Commission's meetings will be held virtually, and all Commissioners will attend the meeting via teleconference. Members of the public may participate in the meeting via Zoom, as follows:

Zoom Link: <https://cajonvalley.zoom.us/j/94136579519?pwd=T3U4RmFqZnpvRG5jZEhUbIJTdnZhZz09>

Meeting ID: 941 3657 9519

Passcode: KffsWD2luz

Dial-in: +13017158592,,94136579519#,,,,,0#,,3495839067#

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 December 17, 2020**. Please label all comments submitted for public comment as "FOR PUBLIC COMMENT." Comments will be read aloud to the Personnel Commission during the Public Comment section of the agenda or before action on the item if the public comment submission indicates preference for the comment to be read before the specific item.

The Personnel Commission will accommodate individuals with disabilities who wish to submit public comments. If you require accommodation, please email Maritza Diaz at diazm@cajonvalley.net.

Prior to the Personnel Commission starting, the Commission will be swearing in the newest Personnel Commission Appointee, Terina Brooms, for a new three-year term.

MEETING AGENDA

1. REGULAR MEETING OPEN SESSION

- a. Call to Order/Pledge of Allegiance
- b. Roll Call/Establishment of Quorum

Terina Brooms, Commissioner ☐ present ☐ absent

Timothy McKay, Acting Chair ☐ present ☐ absent

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 December 17, 2020

Motion by:_____, Seconded by_____. Vote:_____

4. ELECTION OF OFFICERS

- a. Election and Approval of Chairperson of the Personnel Commission for the 2021 term.

Motion by:_____ , Seconded by_____ . Vote:_____

- b. Election and Approval of Vice Chairperson of the Personnel Commission for the 2021 term.

Motion by:_____ , Seconded by_____ . Vote:_____

5. CORRESPONDENCE

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

6. APPROVAL OF MINUTES

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

Motion by:_____ , Seconded by_____ . Vote:_____

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

Motion by:_____ , Seconded by_____ . Vote:_____

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

Motion by:_____ , Seconded by_____ . Vote:_____

7. ACTION ITEMS

- a. Approval of Personnel Commission 2021 Meeting Dates

- i. Approve recommended dates for 2021 Personnel Commission meeting.

Motion by:_____ , Seconded by_____ . Vote:_____

- 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).

Motion by:_____ , Seconded by_____ . Vote:_____

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

Motion by:_____ , Seconded by_____ . Vote:_____

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

Motion by:_____ , Seconded by_____ . Vote:_____

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

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

Motion by:_____ , Seconded by_____ . Vote:_____

- d. Approval of Reassignments of Classifications to Safety/Security Classification Family.
 - i. Approve recommendation to reassign Campus Aide position to the Safety/Security classification family.
Motion by: _____, Seconded by _____, Vote: _____
 - ii. Approve recommendation to reassign Locker Room Attendant position to the Safety/Security classification family.
Motion by: _____, Seconded by _____, Vote: _____
 - iii. Approve recommendation to reassign Campus Assistant position to the Safety/Security classification family.
Motion by: _____, Seconded by _____, Vote: _____
 - iv. Approve recommendation to reassign Campus Safety Lead position to the Safety/Security classification family.
Motion by: _____, Seconded by _____, Vote: _____
- 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 1, 2021.
Motion by: _____, Seconded by _____, Vote: _____
 - ii. Reallocate Locker Room Attendant (no incumbents in classification) from Range 07 to Range 09, effective January 1, 2021.
Motion by: _____, Seconded by _____, Vote: _____
 - iii. Reallocate Campus Safety Assistant, along with incumbents, from Range 16 to Range 18, effective January 1, 2021.
Motion by: _____, Seconded by _____, Vote: _____
 - iv. Reallocate Campus Safety Lead, along with incumbents, from Range 20 to Range 22, effective January 1, 2021.
Motion by: _____, Seconded by _____, Vote: _____
 - v. Reallocate Extended Day Program Aide, along with incumbents, from Range 06 to Range 08, effective January 1, 2021.
Motion by: _____, Seconded by _____, Vote: _____
 - vi. Reallocate Extended Day Program Assistant, along with incumbents, from Range 12 to Range 14, effective January 1, 2021.
Motion by: _____, Seconded by _____, Vote: _____
 - vii. Reallocate Extended Day Program Site Lead, along with incumbents, from Range 15 to Range 17, effective January 1, 2021.
Motion by: _____, Seconded by _____, Vote: _____

- viii. Reallocate Early Childhood Program Lead I, along with incumbents, from Range 18 to Range 20, effective January 1, 2021.

Motion by:_____, Seconded by_____. Vote:_____

- ix. Reallocate Early Childhood Program Lead II, along with incumbent, from Range 20 to Range 22, effective January 1, 2021.

Motion by:_____, Seconded by_____. Vote:_____

- x. Abolish the Early Childhood Program Aide II job classification.

Motion by:_____, Seconded by_____. Vote:_____

- f. Unconditional Commitment to Ralph M. Brown Act.

- i. Personnel Commissioner's unconditional commitment pursuant to Ralph M. Brown Act.

Motion by:_____, Seconded by_____. Vote:_____

8. INFORMATION/DISCUSSION ITEMS

- a. Selection Process for Joint Appointee Commissioner
- 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
 - iii. Personnel Commission - Staff Study
- c. Vacancies/Recruitments/Personnel Activity
 - i. Staff will review status of current vacancies, ongoing recruitment, and establishment and status of eligibility lists.
- d. Brown Act Presentation
 - i. Jordan Bilbeisi, Fagen, Friedman & Fulfrost LLP, February 25, 2021 Personnel Commission meeting.

9. REPORTS/COMMUNICATION

- a. CSEA
- b. CVAA/CVSA
- c. Cajon Valley Union School District Report(s)
 - i. Staff will provide update information on current negotiations with CSEA and its Chapter 179.
- d. Personnel Director Report
- e. Commission Members' Report(s)

10. NEXT PERSONNEL COMMISSION MEETING

- a. January 28, 2021, pending 2021 calendar adoption

11. 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

ELECTION OF OFFICERS

2021

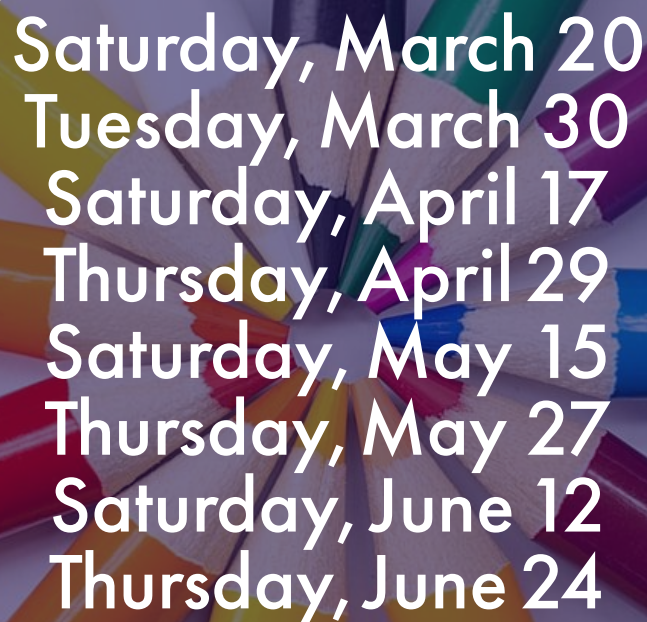
In accordance with Personnel Commission Rules and Regulations, 20.100.2, at its first meeting following December 1 of each year, the Commission shall elect one of its members as Chair and another member as Vice Chair, to serve a term of one (1) year or until their successors are duly elected. The term of the Chair and Vice Chair will then begin on January 1 and end on December 31 of the following calendar year.

DIRECTOR'S RECOMMENDATION

The Director recommends the Commission elect a Chair and a Vice Chair for the 2021 calendar year.

2021 CSPCA MERIT ACADEMY

Redesign, Reshape, Reinvalidate:
Transforming Merit for the New Digital Reality
Save the Dates



Saturday, March 20
Tuesday, March 30
Saturday, April 17
Thursday, April 29
Saturday, May 15
Thursday, May 27
Saturday, June 12
Thursday, June 24

The California School Personnel Commissioners
Association announces the new and redesigned
CSPCA Merit System Academy.
Registration begins January 2021.

More details are coming up soon...

CAJON VALLEY UNION SCHOOL DISTRICT

Minutes of the Special Meeting

PERSONNEL COMMISSION

Date: November 19, 2020 Zoom Meeting

MEMBERS PRESENT: Victor Garcia, Acting Chair
Timothy McKay, Member

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

ABSENT: Angela Bishop, Director

1. SPECIAL MEETING OPEN SESSION:

- a. The November 19, 2020 special meeting of the Personnel Commission was called to order at 2:00 p.m., by Victor Garcia, Acting Chair. He welcomed the audience.
- b. Roll Call/Establishment of Quorum
 Victor Garcia, Acting Chair - Present
 Timothy McKay, Member - Present

2. PUBLIC COMMENTS:

Public comments submitted through email:

Paulette Dole commented: *Hello Personnel Commissioners, I am in support of Maritza Diaz for the Classified Director position. Maritza has the needed technical experience and communication skills necessary to perform this job. In addition, she exemplifies integrity and treats employees fairly and in accordance with the merit system regulations. Maritza knows the culture and vision of this district and displays professionalism in all her interactions with staff and the general public alike. in support of the consideration of the candidate, Maritza Diaz, for the Director of Classified Personnel position.*

Gabriela Lopez commented: *Good Afternoon Commissioners, I hope that the most qualified candidate is selected for the director position. I believe that Maritza Diaz would be the best choice for the position as well as the best selection to possibly begin to mend our relationship with the Personnel Commission.*

Maria Morales-Jimenez commented: *Dear Personnel Commission, Please consider Maritza Diaz for the Classified Director position. I believe Maritza Diaz is qualified to perform the duties and best candidate to serve the CVUSD Classified Staff.*

Christina Deesen commented: *I urge the selection of Maritza Diaz as the new director. Thank you.*

Linda Gudino commented: *Hello Commissioners, I would like to submit my support in the selection of our internal candidate, Maritza Diaz, as the new Personnel Director for the Personnel Commission. I have worked with Ms Diaz for many years now and can personally vouch for her skills and knowledge in the Human Resources field (I was her colleague in the field for several years and have witnessed her professional growth). I believe she understands the needs of the employees out on the field, has a direct connection with them and works well with people from different levels of our district. Having been in the HR field for many years, I understand the responsibility and impact this position holds. I believe Ms Diaz is ready to take on this challenge as the next step in her career development. She has invested her time/career in our district and her direct experience and connection to the people she will serve is what*

sets her apart from the other candidate. Your selection of our next Personnel Director will send a strong message to the Classified employees. I ask that the message you send is that the Personnel Commission believes and supports its own employees' career development.

Tianna Wolin commented: Good Afternoon Commissioners, Please consider selecting our CVUSD internal candidate Martiza Diaz. As you are aware, due to working with her directly on the PC commission, she is highly qualified, comes with high recommendation and is a great asset for this position.

Stephnie Nelson commented: Personnel Commission members, I would like to vocalize my support for Maritza Diaz to be chosen as the new Personnel Director at Cajon Valley Union School District. Maritza has worked for this district for several years. She knows the district procedures, district employees and their needs. Maritza has worked with the Personnel Commission and understands its role. She has, essentially, been carrying out many of the personnel director responsibilities during the absence of the current director. Maritza is very qualified for this position. While an outsider may also be qualified, Maritza has so much to offer due to her district experience and loyalty to district employees. Maritza is professional, courteous, knowledgeable, competent and friendly, all are essential for this position. As you make this important decision, I urge you to consider the voices and needs of the Cajon Valley employees and CSEA members who strongly support Maritza Diaz as our incoming director.

Mark Reagles commented: Good afternoon commissioners, As you know we have a broken relationship with the PC. Choosing our internal candidate (who is highly qualified) can go a long way to the start of repairing this relationship between CSEA and the Commission and avoid the inevitable outcome for the Merit system in Cajon Valley.

Naomie Rodrigues commented: I am disappointed the Cure and Correct Demand was not added to this agenda as requested. The Cure and Correct Demand is being ignored with no response received to date. The Director and Chairperson has failed to address the concerns and violations nor provide to their new legal counsel for legal advice. It is so sad that my only option at this point is to file a complaint with the District Attorney's Public Integrity office or proceed with litigation.

Esmeralda Ayon commented: I write to you in reference to Mark Regales' email below. I highly recommend Maritza Diaz for the open position, as she has continuously demonstrated to be an asset to the CVUSD family. From her professionalism demeanor to her caring personality, Maritza would only elevate the Director position. We, the classified staff, would be fortunate to have her as our Director. Thank you for your time and consideration.

Sandra Mauldin commented: Please communicate to the commission on my behalf that Maritza is the best candidate for the Director position. She is very diligent, honest and trustworthy. Thank you in advance

Akilah Pineda commented: Hello, I would just like to urge the Personnel Commission to select Maritza Diaz for the position of the PC Director. She has many years of experience working with prospective and current employees, and is always communicative about transfer and new job opportunities. She has been an exemplary employee, displaying a level of professionalism, respectfulness, and work ethic, indicative of the the exact type of person one would want in their leader. Please hear us this time!

Public comments stated at the meeting:

Michelle Hayes stated several other comments in response to an email in support of Ms. Diaz that were received. Ms. Hayes informed that although the emails were not specified as public comments she wanted to mention to the Commission that other employees were also in support of the consideration of Ms. Diaz.

Philip Gordillo, CSPCA Executive Director, asked if he could make comment before continuing meeting. Mr. Garcia allowed Mr. Gordillo to speak. Mr. Gordillo stated the certification of the eligibility list is confidential. He stated that public comments in support of Ms. Diaz were inappropriate.

3. APPROVAL OF PROPOSED AGENDA:

- a. Approve the agenda of the special meeting on November 19, 2020

A MOTION was made by TIMOTHY MCKAY and second by VICTOR GARCIA to approve the proposed agenda for the November 19, 2020 Personnel Commission special meeting.

Vote: Motion passed with Mr. McKay and Mr. Garcia in favor.

4. ADJOURN TO EXECUTIVE SESSION:

The Commission adjourned to Executive Session at 2:12 p.m.

5. RECONVENE TO OPEN SESSION:

The meeting was reconvened to Open Session by Victor Garcia at 4:39 p.m.

6. REPORT OUT EXECUTIVE SESSION:

The Commission reported that no action was taken in Executive Session.

7. NEXT PERSONNEL COMMISSION MEETING:

November 19, 2020 – Regular meeting

8. ADJOURNMENT:

The meeting was adjourned at 4:40 p.m.

Respectfully submitted,



Michelle Hayes, Assistant Superintendent/Director



Timothy McKay, Commissioner



Maritza Diaz, Recording Secretary

CAJON VALLEY UNION SCHOOL DISTRICT

Minutes of the Regular Meeting

PERSONNEL COMMISSION

Date: November 19, 2020 Zoom Meeting

MEMBERS PRESENT: Victor Garcia, Acting Chair
 Timothy McKay, Member

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

ABSENT: Angela Bishop, Director

1. SPECIAL MEETING OPEN SESSION:

- a. The November 19, 2020 regular meeting of the Personnel Commission was called to order at 4:45 p.m., by Victor Garcia, Acting Chair. He welcomed the audience and apologized for the delay.
- b. Roll Call/Establishment of Quorum
 Victor Garcia, Acting Chair - Present
 Timothy McKay, Member - Present

2. PUBLIC COMMENTS:

Public comments submitted through email:

Naomie Rodrigues commented: *I am disappointed the Cure and Correct Demand was not added to this agenda as requested. The Cure and Correct Demand is being ignored with no response received to date. The Director and Chairperson has failed to address the concerns and violations nor provide to their new legal counsel for legal advice. It is so sad that my only option at this point is to file a complaint with the District Attorney's Public Integrity office or proceed with litigation.*

3. APPROVAL OF PROPOSED AGENDA:

- a. Approve the agenda for the regular meeting on November 19, 2020

A MOTION was made by TIMOTHY MCKAY and second by VICTOR GARCIA to approve the proposed agenda for the November 19, 2020 Personnel Commission regular meeting.

Vote: Motion passed with Mr. McKay and Mr. Garcia in favor.

4. APPROVAL OF MINUTES:

- a. Approve the unadopted minutes of the Special Meeting on September 17, 2020

A MOTION was made by TIMOTHY MCKAY and second by VICTOR GARCIA to approve minutes.

Vote: Motion passed with Mr. McKay and Mr. Garcia in favor.

- b. Approve the unadopted minutes of the Special Meeting on September 23, 2020

A MOTION was made by TIMOTHY MCKAY and second by VICTOR GARCIA to approve minutes.

Vote: Motion passed with Mr. McKay and Mr. Garcia in favor.

- c. Approve the unadopted minutes of the Special Meeting on October 14, 2020

A MOTION was made by TIMOTHY MCKAY and second by VICTOR GARCIA to approve minutes.

Vote: Motion passed with Mr. McKay and Mr. Garcia in favor.

- d. Approve the unadopted minutes of the Regular Meeting on October 22, 2020

A MOTION was made by TIMOTHY MCKAY and second by VICTOR GARCIA to approve minutes.

Vote: Motion passed with Mr. McKay and Mr. Garcia in favor.

5. ACTION ITEMS:

- a. Approval of New Classification

- i. Approve job description of Administrative Assistant II Bilingual and allocate classification to range 30 on the Classified Employees' Salary Schedule, Secretarial job family.

A MOTION was made by TIMOTHY MCKAY and second by VICTOR GARCIA to approve new classification.

Vote: Motion passed with Mr. McKay and Mr. Garcia in favor.

- b. Approval 2019-2020 Annual Report

- i. Approve presented 2019-2020 Annual Report.

A MOTION was made by TIMOTHY MCKAY and second by VICTOR GARCIA to approve report.

Vote: Motion passed with Mr. McKay and Mr. Garcia in favor.

6. INFORMATION/DISCUSSION ITEMS:

- a. Update on Requests for New/Revised/Reclassification of Positions

- i. Child Nutrition Lead–Serving Kitchen reclassification requests
ii. Request for Classification Study–Secretary (Bilingual), Student Services
iii. Instructional Assistant/Special Education Classroom Assistant

Michelle Hayes stated there is no updates on these discussion items at this time due to Director's absence.

- b. Vacancies/Recruitments/Personnel Activity

- i. Staff will review status of current vacancies, ongoing recruitment, and establishment and status of eligibility lists.

Maritza Diaz reported on recruitment activities. Eligibility list information reflected removal of any expired lists.

7. REPORTS/COMMUNICATION:

- a. CSEA

Mark Regales, CSEA Chapter 179 President, stated he believes the consideration of the internal promotional candidate for the position of Director would assist in recuperating the relationship between the Personnel Commission and members of CSEA Chapter 179.

b. CVAA/CVSA

Naomie Rodrigues, Executive Coordinator – Superintendent's Offices, inquired on the Commissions plans to fill the Personnel Commission Chair vacancy and the absence of the Director temporarily. Victor Garcia stated the Commission would be addressing this question at their next meeting.

Ms. Rodrigues also stated there is still a need to address the cure and correct request.

c. Cajon Valley Union School District Report(s)

Michelle Hayes reported on the Personnel Departments hiring activities for contract and substitute employees. Ms. Hayes shared that staff has been cooperative in assisting with Distance Learning when there has been a need to quarantine cohorts. Ms. Hayes acknowledged classified staff's compliance in adhering to social distancing and maintaining a clean and safe environment for students. Ms. Hayes informed she has been visiting sites and meeting with employees.

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

No report.

d. Personnel Director Report

No report.

e. Commission Members' Report(s)

No report.

8. NEXT COMMISSION MEETING:

Special Meeting, November 30, 2020

Regular meeting, December 17, 2020

9. ADJOURNMENT

The meeting was adjourned by Victor Garcia at 5:00 p.m.

Respectfully submitted,



Michelle Hayes, Assistant Superintendent/Director



Timothy McKay, Commission Member



Maritza Diaz, Recording Secretary

CAJON VALLEY UNION SCHOOL DISTRICT

Minutes of the Special Meeting

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

Date: November 30, 2020 Zoom Meeting

MEMBERS PRESENT: Victor Garcia, Acting Chair
Timothy McKay, Member

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

ABSENT: Angela Bishop, Director

1. SPECIAL MEETING OPEN SESSION:

- a. The November 30, 2020 special meeting of the Personnel Commission was called to order at 4:00 p.m., by Victor Garcia, Acting Chair. He welcomed the audience.

Tim McKay led the flag salute.

- b. Roll Call/Establishment of Quorum
Victor Garcia, Acting Chair - Present
Timothy McKay, Member - Present

2. PUBLIC COMMENTS:

Maritza Diaz presented Victor Garcia with a plaque dedicated for his 18 years of service to the Personnel Commission.

3. APPROVAL OF PROPOSED AGENDA:

- a. Approve the agenda for the special meeting on November 30, 2020

A MOTION was made by TIMOTHY MCKAY and second by VICTOR GARCIA to approve the proposed agenda for the November 19, 2020 Personnel Commission special meeting.

Vote: Motion passed with Mr. McKay and Mr. Garcia in favor.

4. ADJOURN TO EXECUTIVE SESSION:

The Commission adjourned to Executive Session at 4:03 p.m.

5. RECONVENE TO OPEN SESSION:

The meeting was reconvened to Open Session by Victor Garcia at 4:37 p.m.

6. REPORT OUT EXECUTIVE SESSION:

Victor Garcia reported out on Executive Session. Mr. Garcia announced the selection of Maritza Diaz for the position of Director – Classified Personnel. Mr. Garcia stated Ms. Diaz will begin as Interim

Director effective December 1, 2020, and begin the Director position on January 1, 2021. Mr. Garcia congratulated Ms. Diaz.

Philip Gordillo, CSPCA Executive Director, thanked the Commissioners, the district for their trust in CSPCA with the recruitment.

Michelle Hayes, thanked Mr. Gordillo for his time and efforts.

Mark Reagles, CSEA Chapter 179 President thanked and congratulated Mr. Garcia for his years of service on behalf of CSEA.

7. NEXT PERSONNEL COMMISSION MEETING:

December 17, 2020 – Regular meeting

8. ADJOURNMENT:

The meeting was adjourned at 4:42 p.m.

Respectfully submitted,



Michelle Hayes, Assistant Superintendent/Director



Timothy McKay, Commission Member



Maritza Diaz, Recording Secretary

PERSONNEL COMMISSION MEETING DATES

2021 CALENDAR YEAR

At the December 17, 2020, Personnel Commission meeting, the Commissioners will take action to set their meeting dates for the 2021 calendar year. The meetings are scheduled for the **FOURTH THURSDAY** of each month at 4:00 p.m. in the District Office, Board Room, except during the dates in which Governor Newsom's Executive Order N-71-20 is in effect, in which meetings will be held virtually.

The following is a list of proposed meeting dates for the 2021 calendar year:

January	28, 2021
February	25, 2021
March	25, 2021
April	22, 2021
May	27, 2021
June	24, 2021
July	22, 2021 (if needed)
August	26, 2021
September	23, 2021
October	28, 2021
November	18, 2021 (third Thursday due to Thanksgiving)
December	16, 2021 (third Thursday due to Winter Break)

DIRECTOR'S RECOMMENDATION

The Director recommends the meeting dates for the 2021 calendar year be approved as submitted.

RECLASSIFICATION OF POSITIONS

Child Nutrition Services Lead-Serving Kitchen (5 Positions)

In September 2008, the Governing Board and the Personnel Commission contracted with Ewing Consulting Services to conduct a comprehensive classification and compensation study of benchmark classifications over a five-year review cycle for classified bargaining unit positions.

During Phase Four of the study, review of the child nutrition worker I (CNW I) resulted in the upward reallocation of two salary ranges. Commensurate with that reallocation, other job classes in the child nutrition job family also increased two ranges to maintain the internal salary relationship between adjacent classifications. As a result, incumbents' in the Child Nutrition Lead Worker (CNW Lead) classification increased from range 13 to range 15. Additionally, the CNW Lead classification was retitled as Child Nutrition Services (CNS) Lead-Serving Kitchen, effective July 1, 2013.

In accordance with Personnel Commission Rules and Regulations, 30.300.1, the incumbents submitted another request to study the existing positions in the CNS Lead-Serving Kitchen classification. Statements of the reason for the request indicate that although incumbents agree the current job description accurately reflects their duties, they feel their responsibilities are commensurate with the Lead position at Los Coches Creek (LCC) Middle School and other Leads within the Child Nutrition department, and that their pay should also be equivalent.

A review of the duties, as outlined in the incumbents' Position Information Questionnaire and job description, as well as an interview with all incumbents was conducted. Additionally, a meeting with the Assistant Superintendent-Business Services and Director-Child Nutrition, as well as feedback from the CNS supervisors, confirmed the incumbents' responsibility for performing duties, as follows:

With the exception of LCC, all middle school kitchens are staffed with a CNS Lead-Serving Kitchen. In November 2005, in anticipation of the LCC kitchen opening, it was determined that the kitchen would be a full-service facility not requiring the district central facility to prepare deli/bakery products or to order food/supplies from distributors; and not requiring the district Warehouse to deliver to this facility daily. Therefore, the Lead classification was established at a higher range than other middle school leads.

Since that time, meal preparation/production has changed and become more analogous between middle school sites. All middle school Leads have responsibility to lead, oversee and participate in the daily meal preparation, and breakfast and/or lunch service.

Similar to department leads, CNS Lead-Serving Kitchen incumbents work with little direction to prepare and assemble a la carte hot food items, such as teriyaki bowls, tostada bowls and meatball sandwiches, as a la carte menu choices depending upon the menu. While the volume of daily food production at middle schools is less than that in the central kitchen, the function of following standardized recipes for hot food items is the same.

Additionally, CNS Lead-Serving Kitchen incumbents are also responsible for forecasting meal production and estimating supply needs; ordering and receiving supplies from various vendors

for a la carte, ready-to-eat and other food items prepared on-site; and providing training and guidance to kitchen staff of 8 -11 workers, depending upon the number of meals served.

An analysis of all information considered supports the duties and responsibilities assigned to the incumbents are at a level commensurate with other Leads within the department and are a fit for the CNS Lead-Production/Serving Kitchen classification. Additionally, the incumbents have been performing these duties consistently over the past several years; therefore, all current incumbents meet the requirement of Education Code §45285 to be reclassified with their position.

Based on the findings described above, the following recommendations are submitted for your consideration.

DIRECTOR'S RECOMMENDATION

In accordance with Commission Rule 30.300.1 and 30.300.3 (A), the following recommendations are submitted for your consideration:

1. 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), effective the date following Commission action, as follows:

<u>POS ID#</u>	<u>EMPL ID#</u>	<u>RECOMMENDED JOB CLASS</u>	<u>EFFECTIVE DATE</u>
6809	230865	CNS Lead-Production/Serving Kitchen	November 20, 2020
6874	167016	CNS Lead-Production/Serving Kitchen	November 20, 2020
6826	426252	CNS Lead-Production/Serving Kitchen	November 20, 2020
6877	185137	CNS Lead-Production/Serving Kitchen	November 20, 2020
6876	150806	CNS Lead-Production/Serving Kitchen	November 20, 2020

2. Waive rule 30.300.2 of the Personnel Commission Rules & Regulations to reclassify and reallocate incumbents effective November 20, 2020, pending CSEA negotiations.
3. Abolish the Child Nutrition Services Lead-Serving Kitchen job classification.

NEW CLASSIFICATION JOB FAMILY

SAFETY/SECURITY

Upon review of the Instructional Services Support classification job family listed on the Classified Employees' Salary Schedule, it has been determined the following positions do not provide instructional services support: Campus Aide, Locker Room Attendant, Campus Safety Assistant and Campus Safety Lead. These positions provide safety and security to students. In addition, these positions are required to comply with applicable mandated safety trainings, which differs from other classifications in the Instructional Services Support job classification family.

In order to maintain alignment in the classification plan, establishing a Safety/Security job classification family is appropriate for the positions ensuring the safety and security of students.

DIRECTOR'S RECOMMENDATION

In accordance with Commission Rule 30.200.2 following recommendations are submitted for your consideration:

1. Approve new Safety/Security classification job family.
2. Reassign Campus Aide from Instructional Support Services classification job family to Safety/Security classification job family.
3. Reassign Locker Room Attendant from Instructional Support Services classification job family to Safety/Security classification job family.
4. Reassign Campus Safety Assistant from Instructional Support Services classification job family to Safety/Security classification job family.
5. Reassign Campus Safety Lead from Instructional Support Services classification job family to Safety/Security classification job family.

CLASSIFICATION RANGE DUTY DAYS

ACCOUNTING

Budget & Special Programs Analyst	40	260
Accountant	33	260
Accounting Technician	30	260
Payroll & Benefits Technician	26	260
Accounting Assistant III	25	260
Accounting Assistant II	23	260
Purchasing Assistant II	21	260
Accounting Assistant I	20	260
Purchasing Assistant I	19	260

CHILD NUTRITION CENTER

CNS Lead – Production/Serving Kitchen	17	212
CNS Lead – A La Carte/Breakfast/Catering	17	206
CNS Lead – Distribution	17	206/209/240
CNS Lead – Cook	17	206
CNS Lead – Baker	17	212
CNS Lead – Serving Kitchen	15	209
Child Nutrition Worker II	11	206/208
Child Nutrition Worker I	09	206

CLERICAL

Personnel Assistant II**	23	260
Office Technician/Bilingual	21	240/260
Personnel Assistant I+**	20	260
Office Technician	19	240/260
Counseling Technician/Bilingual	19	221
Office Assistant II/Bilingual	18	210/221/240/260
Clerk Typist III	17	240/260
Counseling Technician	17	221
Office Assistant II	16	210/221/240/260
District Receptionist/Bilingual**	15	260
District Receptionist	13	260
Office Assistant I/Bilingual	13	129/206/240
Instructional Media Services Assistant	13	240
Office Assistant I	11	206
Office Aide/Bilingual	10	206
Office Aide	08	206

EXTENDED DAY PROGRAM SERVICES

Early Childhood Program Lead II	20	209/260
Early Childhood Program Lead I	18	209/260
Extended Day Program Site Lead	15	209/260
Extended Day Program Assistant	12	209
Early Childhood Program Aide II	11	206
Extended Day Program Aide	06	206

INSTRUCTIONAL SERVICES SUPPORT

Behavior Intervention Specialist/Bilingual	21	206
Campus Safety Lead	20	206
Guidance Technician/Bilingual	20	206
Behavior Intervention Specialist	19	206
Bilingual/Bicultural Interpreter	18	221/240/260
Guidance Technician	18	206
Special Education Classroom Asst/Bilingual	18	129/206/227
Instructional/Health Care Technician	17	206
Campus Safety Assistant	16	206
Special Education Classroom Asst (SECA)	16	129/206/227
Alternative Learning Program Assistant	15	206
Vocational Education Assistant	15	206
English Language Development Assistant	13	129/206
Volunteer Liaison/Trainer/Bilingual	12	206
Instructional Assistant	11	206
Special Ed Classroom Asst Trainee/Bilingual	11	129/206/227
Volunteer Liaison/Trainer	10	206
Special Education Classroom Asst Trainee	09	129/206/227
Locker Room Attendant	07	206
Campus Aide	05	129/167/206

MAINTENANCE

Heating, Ventilation, A/C & Refrig Techn	33	260
Asbestos Tech/Gnl Maint Repair Mech	32	260
Lead Painter	32	260
Lead Carpenter	32	260
Electrician	31	260
Security Systems Technician	31	260
Plumber	31	260
General Maintenance Repair Mechanic	30	260
Carpenter	30	260
Painter	29	260
Maintenance Service Technician	25	260

OPERATIONS

Grounds Equipment Operator	26	260
Grounds/Irrigation Technician	25	260
Custodial Crew Leader	25	260
Day Custodian	20	260
Day Custodian/Groundskeeper	20	260
Groundskeeper II	20	260
Groundskeeper I	18	260
Night Custodian	17	260

SECRETARIAL

Administrative Assistant II	28	260
School Office Manager/Bilingual	28	221
Administrative Assistant I/Bilingual	26	260
School Office Manager	26	221
Administrative Assistant I	24	260
Secretary/Bilingual	23	240/260
Secretary	21	240/260

CLASSIFICATION RANGE DUTY DAYS

TECHNICAL/PARAPROFESSIONAL

Mental Health Clinician II**	46	221
Occupational Therapist	46	240
Mental Health Clinician I**	40	221
Planning Technician/Bilingual**	36	260
Data & Assessment Technician	34	240
Planning Technician 34 260		
Speech Language Pathology Asst/Bilingual**	33	206
Senior Buyer	32	260
Certified Occupational Therapy Assistant	31	206
Graphic Arts Technician	31	260
Speech Language Pathology Assistant	31	206
Buyer	29	260
Educational Services Programs Liaison	29	260
Health Care Specialist	27	210
Special Education Technician	27	260
Storekeeper II	27	260
Inventory Control Technician	26	260
Interpreter for the Deaf	25	206
Deafblind Intervener	25	206
Offset Press Operator	25	260
Printing & Web Services Technician	25	260
Storekeeper I	25	260
Assistant Buyer	23	260
District Library Catalog Technician	23	260
Print Shop Technician	22	260
Library Media Technician II/Bilingual	22	170
Delivery Driver/Warehouse Worker	21	260
Family Liaison/Bilingual	21	260
Parent Facilitator/Bilingual	21	227
Community Liaison/Bilingual	20	206/221
Library Media Technician II	20	170
Library Media Technician I/Bilingual	20	170/192
Graphics Assistant/Installer**	19	260
Parent Facilitator	19	227
Community Liaison	18	206/221
Health Assistant/Bilingual	18	210
Library Media Technician I	18	170/192
Health Assistant	16	210
Print Shop Assistant	16	260
Special Ed Adaptive Equipment Technician	16	240

TECHNOLOGY SERVICES

Network Analyst	47	260
Systems Analyst/Programmer	45	260
Webmaster	40	260
Database Specialist	37	260
Computer/Network Technician II	37	260
Programmer	35	260
Assistant Database/Network Analyst	35	260
Computer/Network Technician I	33	260
Bench Technician	31	260
Electronics Technician	31	260
Help Desk Technician	31	260
Computer Support Technician	29	260

TRANSPORTATION

Lead Heavy Duty Mechanic+	37	260
Heavy Duty Mechanic	31	260
Transportation Scheduler/Dispatcher	27	260
Driver Instructor	27	260
Transportation Operations Assistant	26	260
School Bus Driver II	22	240/260
School Bus Driver I	21	208
Mechanic's Assistant	20	260
Van Driver-Student Transportation	17	208
Bus Attendant	10	208

SAFETY/SECURITY

Campus Safety Lead	20	206
Campus Safety Assistant	16	206
Locker Room Attendant	07	206
Campus Aide	05	129/167/206

Questions regarding payroll may be directed to the Payroll Department at 588-3070.

* (Reallocated)

** (Title changed/added)

MINIMUM WAGE SALARY STUDY

Senate Bill 3 ("SB 3") passed in 2016 included an increase of the state's minimum wage according to a pre-set schedule on a yearly basis from January 1, 2017 to January 1, 2022. As a result, the minimum wage for California will increase by forty-three percent (43%). Minimum wage increases experienced at this rapid rate cannot be addressed through negotiated salary increases, which currently reflects an approximate eight percent (8%) increase for classified employees during this time period.

It is recognized the state's future minimum wage increases will directly impact the hourly rates of District classified employees in certain job classifications. Thereby, it was agreed the Personnel Commission would conduct a salary study of those positions to identify the impact of the increase and determine a reallocation of the lowest range classifications on the classified salary schedule.

Classifications identified as not meeting the state minimum wage requirement of \$14.00 per hour, beginning January 1, 2021, include:

- Campus Aide
- Extended Day Program (EDP) Aide

Note: There will be a need for future adjustments and additional salary studies when identifying the impacts of January 1, 2022, minimum wage increase to \$15.00 per hour.

Based on the above, reallocation of salary ranges for the lowest classifications in accordance with minimum wage requirements, and relative job family classifications are recommended as outlined below.

CLASSIFICATION	JOB FAMILY	CURRENT RANGE	PROPOSED RANGE	INCREASE (%)	EFFECTIVE DATE
Campus Aide*	Safety / Security**	5	7	5%	1/1/2021
Locker Room Attendant	Safety / Security**	7	9	5%	1/1/2021
Campus Assistant	Safety / Security**	16	18	5%	1/1/2021
Campus Safety Lead	Safety / Security**	20	22	5%	1/1/2021
EDP Aide*	EDP	6	8	5%	1/1/2021
EDP Assistant	EDP	12	14	5%	1/1/2021
EDP Site Lead	EDP	15	17	5%	1/1/2021
Early Childhood Lead I	EDP	18	20	5%	1/1/2021
Early Childhood Lead II	EDP	20	22	5%	1/1/2021

* Based on impact of minimum wage

** Recommended New job classification family

The following recommendations are submitted for your consideration.

DIRECTOR'S RECOMMENDATION

In accordance with Commission Rule 70.300.6, the following recommendations are submitted for your consideration:

1. Reallocate Campus Aide, along with incumbents, from Range 05 to Range 07, effective January 1, 2021.
2. Reallocate Locker Room Attendant (no incumbents in classification) from Range 07 to Range 09, effective January 1, 2021.
3. Reallocate Campus Safety Assistant, along with incumbents, from Range 16 to Range 18, effective January 1, 2021.
4. Reallocate Campus Safety Lead, along with incumbents, from Range 20 to Range 22, effective January 1, 2021.
5. Reallocate Extended Day Program Aide, along with incumbents, from Range 06 to Range 08, effective January 1, 2021.
6. Reallocate Extended Day Program Assistant, along with incumbents, from Range 12 to Range 14, effective January 1, 2021.
7. Reallocate Extended Day Program Site Lead, along with incumbents, from Range 15 to Range 17, effective January 1, 2021.
8. Reallocate Early Childhood Program Lead I, along with incumbents, from Range 18 to Range 20, effective January 1, 2021.
9. Reallocate Early Childhood Program Lead II, along with incumbent, from Range 20 to Range 22, effective January 1, 2021.
10. Abolish the Early Childhood Program Aide II job classification.

Tim J. McKay
Personnel Commission

Phone: (619) 588-3050
Fax: (619) 588-3663



Office Address:
750 E. Main Street, El Cajon, CA 92020

Mailing Address:
PO Box 1007, El Cajon, CA 92022-1007
www.cajonvalley.net

December 14, 2020

SENT VIA EMAIL

Naomie Rodrigues
Superintendent's Office
rodriguesn@cajonvalley.net

Re: Cajon Valley Union School District Personnel Commission Alleged Ralph M. Brown Act Violations.

Dear Ms. Rodrigues:

The Cajon Valley Union School District Personnel Commission has received your cure and correct email on October 21, 2020 alleging that the following described past actions of the legislative body violates the Ralph M. Brown Act:

- (1) Violation of 72-hour advance notice of public meeting.
- (2) Violation of appropriate meeting notices, from April 2020 and prior.
- (3) Censoring classified employee's public comments concerning items on the agenda.
- (4) Censoring classified employee's public comments in meeting minutes.
- (5) Censoring Personnel Commission staff from speaking in public meetings.

In order to avoid unnecessary litigation and without admitting any violation of the Ralph M. Brown Act, the Cajon Valley Union School District Personnel Commission hereby unconditionally commits that it will cease, desist from, and not repeat the challenged past action as described above. This issue will be placed on the open meeting Agenda as a separate item at the next meeting, for approval. The next meeting is scheduled for December 17, 2020.

The Cajon Valley Union School District Personnel Commission may rescind this commitment only by a majority vote of its membership taken in open session at a regular meeting and noticed on its posted agenda as "Rescission of Brown Act Commitment." You will be provided with written notice, sent by any means or media you provide in response to this message, to whatever address or addresses you specify, of any intention to consider rescinding this commitment at least 30 days before any such regular meeting. In the event that this commitment is rescinded, you will have the right to commence legal action pursuant to the Ralph M. Brown Act. That notice will be delivered to you by the same means as this commitment, or may be mailed to an address that you have designated in writing.

Thank you for bringing these concerns to our attention.

Very truly yours,

Tim J. McKay
Personnel Commissioner, Acting Chair

DEMAND TO CURE & CORRECT BROWN ACT VIOLATIONS

Naomie Rodrigues (DO) <rodriguesn@cajonvalley.net>

Wed, Oct 21, 2020 at 11:15 AM

To: "Angela Bishop (DO)" <bishopa@cajonvalley.net>, Terina Brooms <terina01@yahoo.com>, Timothy McKay <tmjm1228@yahoo.com>, Victor Garcia <vicgarcia41@yahoo.com>, Virginia Levenson <ginnee@me.com>
Bcc: "Naomie Rodrigues (DO)" <rodriguesn@cajonvalley.net>, Tamara Otero <oterot@cajonvalley.net>, David Miyashiro <miyashirod@cajonvalley.net>, Karen Minshew <minshew@cajonvalley.net>, "Michelle Hayes (DO)" <hayesm@cajonvalley.net>, Michael Breyette <mbreyette@csea.com>, _classified@cajonvalley.net, "Breanna Faber (DO)" <faberb@cajonvalley.net>, "Charles Allen (DO)" <ALLEN@cajonvalley.net>, Derrick De Geus <degeusd@cajonvalley.net>, Ed Hidalgo <hidalgoe@cajonvalley.net>, "James Beard (DO)" <beardj@cajonvalley.net>, Jeanne Goff <goffj@cajonvalley.net>, "Jennifer Tate Moore (DO)" <mooreje@cajonvalley.net>, Jessica Just <justj@cajonvalley.net>, Jessica Oxford <oxfordj@cajonvalley.net>, Jonathan Guertin <guertinj@cajonvalley.net>, "Kara Fisher (DO)" <fisherk@cajonvalley.net>, Karen Holty <holtyk@cajonvalley.net>, "Karen Rossignol (DO)" <ROSSIGNOL@cajonvalley.net>, Kerry Oesterling <oesterlingk@cajonvalley.net>, Linda Irvine <irvine@cajonvalley.net>, "Louise Gibson (DO)" <gibson@cajonvalley.net>, "Maritza Diaz (DO)" <diazm@cajonvalley.net>, "Mark Mendoza (DO)" <MENDOZAM@cajonvalley.net>, "Michael Johnson (DO)" <johnsonme@cajonvalley.net>, Nicolle Starr <starrn@cajonvalley.net>, Robert Houk <houkr@cajonvalley.net>, Ruben Pena <penar@cajonvalley.net>, Ryan Love <lover@cajonvalley.net>, "Sandra Candler (DO)" <candlers@cajonvalley.net>, Scott Buxbaum <buxbaums@cajonvalley.net>, "Sharon Clay (DO)" <CLAYS@cajonvalley.net>, Sharon Dobbins <dobbins@cajonvalley.net>, Suzanne Willoughby <willoughbys@cajonvalley.net>, "Theresa Barnes (DO)" <BARNES@cajonvalley.net>, Tracy Mueller <muellert@cajonvalley.net>, "Tysen Brodewolf (DO)" <brodewolft@cajonvalley.net>, "James Mills (DO)" <millsj@cajonvalley.net>, Dan Shinoff <DShinoff@as7law.com>

Dear Personnel Commissioners,

This email is to call your attention to what I believe was a substantial violation of a central provision of the Ralph M. Brown Act, one which may jeopardize the finality of any action taken by CVUSD Personnel Commission.

The nature of the Brown Act violations are as follows:

1. The Brown Act mandates the agenda be noticed 72 hours in advance of the meeting. Notice of the October 22, 2020 Personnel Commission Regular meeting did not meet this requirement and violates the Brown Act. (see EXHIBIT A)
2. Public comments were sent in by classified employees to be read during the October 14, 2020 Personnel Commission Special Meeting. The Personnel Director responded by trying to censor employee comments and selecting which sentences of the comments she would be adding and which ones she would omit or read at the next meeting. This is a violation of the Brown Act. (see EXHIBIT B, C and D)
3. Minutes from the September 23, 2020 Personnel Commission Regular Meeting should reflect all public comments sent in to the Personnel Director to be read. Prior meeting minutes from June 25, 2020 the public comments were added. Why the change now? The Personnel Director should not censor written public comments. That would not be in the spirit of the Governor's Executive Order N-33-20 since we are unable to address the Personnel Commissioners orally at the meetings. The Personnel Commission is also violating the spirit of the Brown Act. In these unprecedented times, the Personnel Commission is making decisions of the highest importance that affect every classified employee and district budget. The employees and District both deserves and demands access to these meetings. (see EXHIBIT E)

4. Classified Employees have been barred from speaking orally at meetings. Everyone was able to speak at the September 17, 2020 Special Meeting. Beginning with the September 23, 2020 Special Meeting, the Personnel Director refused to let anyone address the Commission directly by muting everyone including Michelle Hayes, Assistant Superintendent of Personnel Services and Maritza Diaz, Classified Personnel Specialist. Instead of district staff and her team members being the co-host to help her run the meeting, she made the attorney the co-host of the meetings. Again, silencing anyone from the District, including the employees they serve.
5. Groups are being asked to review and provide input and recommendations on agenda items. When each group takes the time to review and provide feedback, we are being denied any discourse and discussion at the meeting. We are simply being told all suggestions are not valid and the reasons provided by the Personnel Director. Information is not being reviewed by the Commissioners. (see EXHIBIT F)
6. Per the Personnel Commission Rules and Regulations, the classified staff is to "orally" address the Commissioners at any meeting. This is being denied.
7. Prior Personnel Commission meetings were not noticed properly and violated the Brown Act. The meeting schedules have not been shared with the classified employees nor the notices of the meetings. Only after questioning in April 2020 as to why these meetings were held in secret and not subject to the Brown Act posting did the Personnel Director begin to notice the meetings.

Violations of their own CVUSD Personnel Commission Rules and Regulations:

1. Meetings are scheduled at a time when a majority of classified employees are unavailable to attend unless they get approval from their supervisor. Some are with students and cannot leave or take time off. Meetings should be held when the classified staff is available, not conducive to the schedule of the Personnel Director.
2. The Personnel Commission/Personnel Director is to call for the annual joint meeting with the Governing Board and Personnel Commission. To date, (since I have been here in 2014), we have only had two joint meetings: 6/23/15 and 9/12/17. This would be an important meeting to have each year to share the budget and annual report which is a legal requirement.
3. The Personnel Commission budget has not been posted/approved correctly previously which also violated the law. This year was the first time it was done correctly after legal counsel advised of their legal obligations.
4. The Personnel Director failed to notify the Governing Board through the Superintendent's Office of the term expiration of Mr. Garcia by on or about September 1st which is in the Rules and Regulations (20.100.1). In the past we have received notice of this but this year we were not notified. Luckily with all that happening with the classified staff questioning the practice of the Personnel Commission, the Governing Board was able to meet the legal timeline to find another representative. This last one was extremely troubling.

The actions taken in Personnel Commission Meetings were not in compliance with the Brown Act because of reasons listed above.

Pursuant to that provision (Government Code Section 54960.1), I demand that the CVUSD Personnel Commission cure and correct the illegally taken action as follows: adding this as an action item to the next regular board meeting address the illegality and provide the public the

awareness and opportunity to comment of which it was deprived. Disclosure at a subsequent meeting of why the Personnel Director and member of the Personnel Commission took these positions that they did, accompanied by the full opportunity for informed comment by members of the public at the same meeting, notice of which is properly included on the posted agenda.

As provided by Section 54960.1, you have 30 days from the receipt of this demand to either cure or correct the challenged actions or inform me of your decision not to do so. If you fail to cure or correct as demanded, such inaction may leave me no recourse but to seek a judicial invalidation of the challenged action pursuant to Section 54960.1, in which case I would also ask the court to order you to pay my seek court costs and reasonable attorney fees in this matter, pursuant to Section 54960.5.

Respectfully yours,



Naomie Rodrigues

**Executive Coordinator
Superintendent's Office**

Tel: 619-588-3005







Address: 750 East Main St., El Cajon, CA 92020

rodriguesn@cajonvalley.net | www.cajonvalley.net



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6 attachments

-  **EXHIBIT A - Meeting Notice .pdf**
876K
-  **EXHIBIT B - Public Comment.pdf**
1012K
-  **EXHIBIT C - Public Comment.pdf**
835K
-  **EXHIBIT D - Public Comment.pdf**
2138K
-  **EXHIBIT E - Prior Mintutes of 6-25-20 with written Public Comments.pdf**
76K
-  **EXHIBIT F - Agenda Items Response.pdf**
3180K

COMBINED 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 member appointed by the classified employee representatives (CSEA), and the third member appointed by those two with each term expiring November 30th on a staggering, three year basis. This year, the Combined Appointee resigned October 31, 2020.

In accordance with Ed Code Section 45246 (f), At the next regularly scheduled Personnel Commission meeting to be held after 30 days from the day the intended appointee is announced as specified in paragraph (2) of subdivision (b), as the case may be, the appointee of the Governing Board and the Appointee nominated by the classified employees shall, in an open hearing, provide the public and employees and employee organizations the opportunity to express their views on the qualifications of each candidate recommended for the vacancy. Each candidate shall be invited to this meeting.

Upon the conclusion of the open hearing, the appointee of the Governing Board and the Appointee nominated by the classified employees may make their appointment or may make a substitute appointment or recommendation without further notification or public hearing.

Vacancies

Position Title:	Number of positions:	Hours and Sites:
Administrative Assistant II	1	8.0 hours per day, Educational Services
Administrative Assistant II Bilingual (Spanish)	1	8.0 hours per day, Educational Services
Behavior Intervention Specialist	6	7.0-7.5 hours per day, Emerald, Empower, Greenfield and Special Education
Bus Attendant	5	5.0 hours per day, Transportation
Campus Aide	21	.50-2.0 hours per day Anza, Bostonia, Crest, Cajon Valley, Emerald, Greenfield, Lexington, Los Coches Creek, Montgomery, Madison, Naranca and WD Hall
Child Nutrition Worker I	16	2.5-3.5 hours per day, Child Nutrition, Greenfield, Hillsdale, Meridian, Montgomery and WD Hall
Computer Support Technician	1	8.0 hours per day, Information Technology
English Language Development Assistant Bilingual (Arabic)	2	3.0 hours per day, Anza Preschool and Chase Preschool
English Language Development Assistant Bilingual (Spanish)	5	2.0-7.0 hours per day, Johnson Preschool Los Coches Creek, and Educational Services
Extended Day Program Aide	22	1.5-3.2 hours per day, Blossom Valley, Bostonia, Flying Hills, Hillsdale, Johnson, Lexington, Magnolia, Meridian, Naranca, and Vista Grande
Extended Day Program Site Lead	2	4.2 hours per day, Los Coches Creek and Naranca
Guidance Technician	1	6.25 hours per day, Johnson
Health Assistant	1	6.0 hours per day, Hillsdale
Health Care Specialist	4	7.5 hours per day, Health Services (Special Education)
Instructional Assistant	3	2.0 hours per day, Bostonia Preschool, Meridian Preschool and Sevick
Lead Heavy Duty Mechanic	1	8.0 hours per day, Transportation
Night Custodian	2	8.0 hours per day, Maintenance & Operations
Office Assistant II Bilingual (Arabic)	1	3.0 hours per day, Anza
Office Assistant II Bilingual (Spanish)	2	3.0 hours per day, Chase and Lexington
Office Technician	1	8.0 hours, Extended Day Program
Payroll & Benefits Technician	1	8.0 hours per day, Fiscal Services
School Bus Driver I	3	5.0 hours per day, Transportation
Special Education Classroom Assistant / Trainee	28	3.5-6.5 hours per day, Anza, Chase, Crest Emerald, Flying Hills, Greenfield, Hillsdale, Johnson, Lexington, Madison, Rancho San Diego, and Sevick.
Special Education Classroom Assistant / Trainee Bilingual (Arabic)	2	6.0 hours per day, Sevick
Special Education Classroom Assistant / Trainee Bilingual (American Sign Language)	1	6.0 hours per day, Special Education

Recruitments

Job Posting	Recruitment Type:	Date Opened	Date Closed
Special Education Classroom Assistant Bilingual (ASL)	Promotional/Open	10/19/2020	Continuous
Special Education Classroom Assistant	Promotional/Open	10/19/2020	Continuous
Health Care Specialist	Promotional/Open	11/12/2020	Continuous
Campus Aide – Open	Open	11/12/2020	Continuous
Office Assistant I	Promotional/Open	11/18/2020	12/07/2020
Office Assistant II	Promotional/Open	11/18/2020	12/07/2020
Administrative Assistant II	Promotional	12/07/2020	12/18/2020
Administrative Assistant II Bilingual (Spanish)	Promotional	12/07/2020	12/18/2020

Eligibility Lists

Position:	Type of Recruitment:	Expiration:
Accounting Assistant I	Promotional / Open	October 2021
Assistant Buyer	Promotional / Open	February 2021
Behavior Intervention Specialist	Dual	January 2021, March 2021
Bench Technician	Promotional / Open	November 2021
Budget and Special Programs Analyst	Promotional / Open	December 2021
Buyer	Promotional / Open	October 2021
Campus Aide	Open	December 2020, January 2021, February 2021, March 2021
Campus Safety Lead	Promotional / Open	January 2021, August 2021
Child Nutrition Worker I	Promotional / Open	February 2021
Community Liaison Bilingual (Spanish)	Promotional / Open	February 2021
Computer Support Assistant	Promotional / Open	November 2021
Custodial Crew Leader	Promotional	August 2021
Day Custodian	Promotional / Open	December 2021
Director, Fiscal Services	Promotional / Open	October 2021
Director, Classified Personnel	Dual	November 2021
District Receptionist	Promotional / Open	January 2021
Extended Day Program Aide	Promotional / Open	December 2020, January 2021, March 2021
Extended Day Program Assistant	Promotional / Open	December 2020
Extended Day Program Site Lead	Promotional / Open	January 2021, February 2021
Extended Day Program Supervisor	Promotional	October 2021
English Language Development Assistant (Spanish)	Promotional / Open	February 2021
Graphic Arts Technician	Promotional / Open	March 2021
Grounds Supervisor	Promotional	September 2021
Health Assistant	Promotional / Open	January 2021, November 2021
Health Care Specialist	Promotional / Open	February 2021, March 2021
Heavy Duty Mechanic	Promotional / Open	August 2021, November 2021,
Irrigation Technician	Promotional	November 2021
Lead Heavy Duty Mechanic	Promotional / Open	January 2021
Library Media Technician	Promotional / Open	November 2021
Manager, Extended Day Program	Dual	December 2021
Night Custodian	Promotional / Open	December 2021
Occupational Therapist	Dual	August 2021
Office Assistant II	Promotional / Open	December 2020
Office Assistant II Bilingual (Arabic)	Promotional / Open	February 2021
Office Assistant II Bilingual (Spanish)	Promotional / Open	February 2021
Payroll & Benefits Supervisor	Dual	September 2021
Personnel Assistant II	Promotional / Open	January 2021
School Administrative Assistant	Promotional / Open	December 2021

Special Education Classroom Assistant Trainee	Promotional / Open	December 2020, January 2021, February 2021, December 2021
Special Education Classroom Assistant Trainee Bilingual (Arabic)	Promotional / Open	December 2021
Special Education Classroom Assistant Trainee Bilingual (Spanish)	Promotional / Open	January 2021
Transportation Operations Assistant	Promotional / Open	July 2021
Transportation Safety & Training Supervisor	Promotional / Open	December 2020, February 2021

Note: Several positions have multiple eligibility lists associated with the position because multiple recruitments were run to ensure that a complete eligibility list was established.

CLASSIFIED PERSONNEL REPORT
10/27/2020 – Board Meeting

New Hires

1. **Huda Ibrahim**, Office Assistant II / Cajon Valley, effective 10/14/20
2. **Lashonda Jones**, Payroll & Benefits Supervisor / Fiscal Services, effective 11/02/20
3. **Abigial Ornelas**, Special Education Classroom Assistant / Flying Hills, effective 10/12/20

Resignations

1. **Loriena Solis-Green**, Child Nutrition Worker I / Lexington, effective 10/23/20

CLASSIFIED PERSONNEL REPORT
November 17, 2020- Board Meeting

New Hires

1. **Miranda Durning**, Director, Fiscal Services / Fiscal Services, effective 11/30/20
2. **Yasir Hamideh**, Special Education Classroom Assistant / Jamacha, effective 11/02/20
3. **Aleis Papia**, Office Assistant II / State Preschool, effective 10/28/20

Promotions

1. **Rihab Al Jumili**, Special Education Classroom Assistant / Cajon Valley to Special Education Classroom Assistant- Bilingual (Arabic) / Cajon Valley, effective 10/30/20
2. **Amanda Orwen**, Office Technician / Extended Day Program to Extended Day Program Supervisor / Extended Day Program, effective 11/02/20

Retirement

1. **Dena Brown**, Child Nutrition Worker II / Anza, effective 02/26/21
2. **Janeen Slaughter**, Special Education Classroom Assistant / Anza, effective 12/30/20, after 20 years

Resignations

1. **Kelli Gibson**, Special Education Classroom Assistant / Naranca, effective 10/23/20
2. **Caroline Badal**, Campus Aide / Johnson, effective 11/16/20
3. **Nakia Tominna**, Extended Day Program Aide / Anza, effective 10/02/20

Leave of Absence

1. **Shahad Abdal**, Special Education Classroom Assistant / Madison, effective 10/09/20 through 06/17/21
2. **Rosalynn Elias**, Special Education Classroom Assistant / Madison, effective 10/15/20 through 01/30/21
3. **Nicole Gagnon**, Special Education Classroom Assistant / Greenfield, effective 11/16/20 through 06/17/21
4. **Jocelyn Garcidelaba-Rivera**, Special Education Classroom Assistant / Magnolia, effective 10/29/20 through 05/24/21
5. **Luna Salim**, Extended Day Program Aide w/ Individual Support / Magnolia, effective 09/01/20 through 01/08/21
6. **Christina Moore**, Child Nutrition Worker I / Emerald, effective 09/02/20 through 01/08/21

Return from Leave of Absence

1. **Erin Twedell**, Special Education Classroom Assistant / Magnolia, effective 11/30/20

CLASSIFIED PERSONNEL REPORT
December 15, 2020- Board Meeting

New Hires

1. **Dana Alba**, Office Assistant II / Fuerte, effective 11/16/20
2. **Miranda Durning**, Director, Fiscal Services / Fiscal Services, effective 12/01/20 REVISED

Promotions

1. **Maritza Diaz**, Personnel Specialist / Personnel to Director-Classified Personnel / Personnel Commission, effective 12/01/20
2. **Helen Alyas**, Special Education Classroom Assistant / Lexington to Special Education Classroom Assistant- Bilingual (Arabic) / Lexington, effective 12/03/20
3. **Victoria Menezes**, Computer Support Technician / Information Technology to Bench Technician / Information Technology
4. **Adam Mills**, Groundskeeper II / Operations to Grounds Irrigation Technician / Operations, effective 11/20/20
5. **Carly Strampfer**, Payroll & Benefits Technician / Payroll to Buyer / Purchasing, effective 11/30/20
6. **Janessa Williams**, Office Assistant II / WD Hall to Accounting Assistant I / Fiscal Services, effective 11/16/20

Retirement

1. **Tracy Holloway**, School Administrative Assistant / Rancho San Diego, effective 06/24/21 after 33 ½ years
2. **Linda C Morales**, Special Education Classroom Assistant / Meridian, effective 06/17/21, after 31 years

Resignations

1. **Aimee Albright**, Health Assistant / Hillsdale, effective 11/09/20
2. **Kari Hardisty**, Special Education Classroom Assistant / Los Coches Creek, effective 12/18/20
3. **Anne Humerickhouse**, Special Education Classroom Assistant / Magnolia, effective 11/12/20
4. **Charise Lewis**, Behavior Intervention Specialist / WD Hall, effective 11/20/20
5. **Sahar Matti**, Child Nutrition Worker I / Child Nutrition Services, effective 12/18/20
6. **Saba Poules**, Campus Aide / Hillsdale, effective 11/30/20
7. **Jazmin Ramires**, English Language Development Assistant – Bilingual (Spanish) / Bostonia Language Academy, effective 11/12/20
8. **Sheila Richardson**, Behavior Intervention Specialist / Jamacha, effective 12/18/20

Leave of Absence

1. **Maria Correa Cortez**, Child Nutrition Worker I / Emerald, effective 11/12/20 through 06/17/21
2. **Christina Moore**, Child Nutrition Worker I / Emerald, effective 09/02/20 through February 28, 2021
3. **Danielle Nunez**, Special Education Classroom Assistant / Hillsdale, effective 08/19/20 through March 31, 2021
4. **Aleksandra Wilczynski**, Child Nutrition Worker I / Emerald, effective 09/23/20 through June 17, 2021