SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

Remote (via Zoom)

May 12, 2021
5:00 P.M.
Meeting # 875

Personnel Commission Members	Arrived
Lori Rhoades, Chairperson	5:00 P.M.
Sandy Handin, Vice Chairperson	5:00 P.M.
Kathleen Hobiger, Member	5:00 P.M.

Staff Members	
Sophia Crocker, Director, Classified Personnel Services	5:00 P.M.
Sallie Kleingarn, Senior Administrative Assistant	5:00 P.M.

Call to Order

The meeting was called to order at 5:00 P.M. by Sandy Handin, Vice Chairperson.

Flag Salute

The flag salute was led by Ms. Handin.

Agenda
Motion #21.0512.1

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the agenda, as presented. Vote 3-0; Aye- Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None.

Consent Agenda
Motion #21.0512.2

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the consent agenda, as presented. Vote 3-0; Aye- Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None.

Minutes
Motion #21.0512.3

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Commission approved the Minutes of the Regular Meeting of April 14, 2021, as presented.
Vote 3-0: Aye – Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None.

Commission Comments

Ms. Hobiger announced the passing of former classified employee Ann Conner. Ms. Rhoades thanked Ms. Handin for leading the meeting as she was not feeling well.

Public Comments

There were no public comments.

Hearings
2021-2022 Budget

Public Hearing and Final Reading of the proposed 2021-2022 Personnel Commission Budget. Members of the public were provided the opportunity to comment on the proposed budget.

Personnel Items
Director's Report

Ms. Crocker reported that the District and CSEA have tentatively agreed to a 2% on schedule salary increase retroactive to July 1, 2020 and a 4% off schedule payment, mirroring SEA's agreement, going to the Board for ratification on May 18; currently there are 17 recruitments in progress (two were opened since the time the recruitment report was created); there are no new classification studies for the current fiscal year.

General Items
2020-2021
Budget Status

Ms. Crocker reported on the status of the current 2020-2021 Commission budget.

Establishment of a New Classification of Welding Program Shop Assistant
Motion #21.0512.4

Ms. Crocker presented the basis for the establishment of the proposed classification and recommended salary placement. Discussion ensued among the Commissioners and Ms. Crocker. The Commission also called upon the supervisor, Mr. Mark Sheinberg, Assistant Principal at SICE, to provide information. On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the establishment of a new classification of Welding Program Shop Assistant at Classified Salary Schedule Range 35.

Vote 3-0: Aye- Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None

Establishment of a New Classification of Machine Program Shop Assistant
Motion #21.0512.5

Ms. Crocker presented the basis for the establishment of the proposed classification and recommended salary placement. Discussion ensued among the Commissioners and Ms. Crocker. On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the establishment of a new classification of Machine Program Shop Assistant at Classified Salary Schedule Range 35.

Vote 3-0: Aye- Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None

Classification Specification Revision (minimum qualifications only) for Custodian
Motion #21.0512.6

Ms. Crocker presented the request to remove the high school diploma requirement from the minimum qualifications again at the request of the Commission. The Commission agreed that the high school requirement is not job-related and should therefore be removed. On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Commission approved the revised classification specification (minimum qualifications only) for Custodian.

Vote 3-0: Aye – Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None.

Classification Specification Revision (minimum qualifications only) for Lead Custodian
Motion #21.0512.7

Ms. Crocker presented the request to remove the high school diploma requirement from the minimum qualifications again at the request of the Commission. The Commission agreed that the high school requirement is not job-related and should therefore be removed. On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Commission approved the revised classification specification (minimum qualifications only) for Lead Custodian.

Vote 3-0: Aye – Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None.

Classification Specification Revision (minimum qualifications only) for Custodial Specialist
Motion #21.0512.8

Ms. Crocker presented the request to remove the high school diploma requirement from the minimum qualifications again at the request of the Commission. The Commission agreed that the high school requirement is not job-related and should therefore be removed. On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Commission approved the revised classification specification (minimum qualifications only) for Custodial Specialist.

Vote 3-0: Aye – Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None.

Classification Specification Revision (minimum qualifications only) for Groundskeeper
Motion #21.0512.9

Ms. Crocker presented the request to remove the high school diploma requirement from the minimum qualifications again at the request of the Commission. The Commission agreed that the high school requirement is not job-related and should therefore be removed. At this time, Ms. Rhoades had to step out of the meeting and did not vote on this item. On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Commission approved the revised classification specification (minimum qualifications only) for Groundskeeper.

Vote 2-0: Aye –Handin, Hobiger; No-None; Abstained-None; Absent- 1.

Ms. Crocker presented the request to remove the high school diploma requirement from the minimum qualifications again at the request of the Commission. The Commission agreed that the high school requirement is not job-related and should therefore be removed. At this time, Ms. Rhoades was still out of the meeting and did not vote on this item. On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Commission approved the revised classification specification (minimum qualifications only) for Lead Groundskeeper.

Classification Specification Revision (minimum qualifications only) for Lead Groundskeeper Motion #21.0512.10

Vote 2-0: Aye – Handin, Hobiger; No-None; Abstained-None; Absent-1.

Ms. Crocker presented the request to remove the high school diploma requirement from the minimum qualifications again at the request of the Commission. The Commission agreed that the high school requirement is not job-related and should therefore be removed. On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Commission approved the revised classification specification (minimum qualifications only) for Grounds Specialized Equipment Operator.

Classification Specification Revision (minimum qualifications only) for Grounds Specialized Equipment Operator Motion #21.0512.11

Vote 3-0: Aye – Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None.

Ms. Crocker presented the second reading of the 2021-2022 Personnel Commission budget. She noted that there were updates from the first draft due to changes in benefit costs and the anticipated 2% salary increase. On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Commission approved the Personnel Commission Budget for Fiscal Year 2021-2022, as presented.

Approval of the Personnel Commission Budget for Fiscal Year 2021-2022 Motion #21.0512.12

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Vote 3-0: Aye – Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None.

Ms. Crocker presented the second reading of the revisions to Personnel Commission Rules, Article 4. There were no changes from the first reading. On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Commission approved the revision of Personnel Commission Rules, Article 4, as presented.

Revision of Personnel Commission Rules, Article 4 – Second Reading Motion #21.0512.13

Vote 3-0: Aye – Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None.

Future Commission meeting dates were announced:
June 9, 2021….July 14, 2021..August 11, 2021…5:00p.m...via Zoom until further notice.

Information
Meeting Dates

Job Opportunities were announced for: Adult Education Instructional Assistant, Academic Skills; Adult Education Instructional Assistant, ESL; Adult Education Instructional Assistant, Welding; School Office Manager I; School Services Assistant III

Job Opportunities

Ms. Handin would like to change the date of the August meeting because she will be out of town.

Future Consideration

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 5:38 P.M.

Adjournment
Motion #21.0512.14

Vote 3-0; Aye-Hobiger, Rhoades, Handin; No-None; Abstained-None.

L Rhoades
Lori Rhoades, Chairperson

Sandy Handin, Vice Chairperson

Kathleen Hobiger
Kathleen Hobiger, Member