SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

The Board Room
101 W. Cochran Street
Simi Valley, CA 93065

November 18, 2020
5:00 P.M.
Meeting # 868

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

Staff Members	
Sophia Crocker, Director, Classified Personnel Services	5:00 P.M.
Karen Burnside, Senior Administrative Assistant (substitute)	5:00 P.M.

The meeting was called to order at 5:00 P.M. by Kathleen Hobiger, Chairperson. **Call to Order**

The flag salute was led by Ms. Hobiger. **Flag Salute**

On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved the agenda, as presented. Vote 3-0; Aye-Hobiger, Rhoades, Handin; No-None; Abstained-None; Absent-None. **Agenda** Motion #20.1118.1

On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved the consent agenda, as presented. Vote 3-0; Aye-Hobiger, Rhoades, Handin; No-None; Abstained-None; Absent-None. **Consent Agenda** Motion #20.1118.2

On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Commission approved the Minutes of the Regular Meeting of October 14, 2020. Vote 3-0: Aye – Hobiger, Rhoades, Handin; No-None; Abstained-None; Absent-None. **Minutes** Motion #20.118.3

Ms. Hobiger commented on the tremendous volume of work in the Classified Personnel Department and complimented Ms. Crocker and staff for their hard work. Commission Comments

Kathy Birdt suggested virtual meetings for future Commission meetings. Public Comments

Ms. Crocker reported COVID-19 updates: the district re-opened to in-person instruction on November 2 to students in TK-3rd grade under a hybrid model; classified employees at the school sites participated in a COVID safety training to prepare them for assisting their sites with safely welcoming students back on campus; Ventura County is back in the Purple Tier; Secondary Campus Supervisors have been temporarily reassigned to elementary sites as needed, and Elementary Campus Supervisor hours have been temporarily increased to 3.75 hours/day if they were not already; the department has been conducting Campus Supervisor and Paraeducator I-Special Education tests on a weekly basis to meet increased COVID-19-related staffing needs. Sallie Kleingarn is on a leave of absence; Karen Burnside is subbing in her position and in the vacant HR Assistant II position; Anthony Trimarchi is subbing 4 hours/day in the vacant HR Assistant II position. Ms. Crocker reported that there are currently 13 recruitments in progress and that 3 classification studies have been completed in the current fiscal year. **Personnel Items** Director's Report

Ms. Crocker reported on the status of the current 2020-2021 Commission budget. **General Items** 2020-2021 Budget Status

Ms. Crocker reported that she met with District Administration and the CSEA President regarding concerns presented by a few employees within the Paraeducator I - Special Education classification. A meeting will be held with District Administration, CSEA leadership, and a representative Paraeducator from each site that has concerns to learn more about their concerns.

Paraeducator I - Special Education Classification – Information/ Discussion

Ms. Crocker presented proposed revisions to Personnel Commission Rule 7.20 to allow for compliance with California minimum wage requirements in the application of the Classified Salary Schedule and to align with the current CSEA Contract of Agreement. Discussion ensued among the Commissioners and Ms. Crocker. The Commissioners were in agreement with the proposed revisions and designated December 9, 2020 for the second reading and adoption.

Revision of Personnel Commission Rule 7.20 – First Reading

Ms. Crocker presented the basis for the recommendation to place Elementary and Secondary Campus Supervisors on the Campus Supervisor Salary Schedule, approved by the Board of Education on November 17, 2020, effective January 1, 2021. On a motion by Ms. Rhoades, seconded by Ms. Handin and carried, the Personnel Commission approved placement of the Elementary and Secondary Campus Supervisor classifications on the Campus Supervisor Salary Schedule effective January 1, 2021.
Vote 3-0; Aye-Hobiger, Rhoades, Handin; No-None; Abstained-None; Absent-None.

Placement of Elementary and Secondary Campus Supervisor Classifications on the Campus Supervisor Salary Schedule Motion #20.1118.4

Ms. Crocker presented proposed revisions to Personnel Commission Rules, Articles 1 and 2 to reflect attorney feedback. Discussion ensued among the Commissioners and Ms. Crocker. The Commissioners were in agreement with the proposed revisions and designated December 9, 2020 for the second reading and adoption.

Revision of Personnel Commission Rules, Articles 1 and 2 – First Reading

Ms. Crocker presented proposed revisions to Personnel Commission Rules, Article 3 to reflect Commission and attorney feedback. Discussion ensued among the Commissioners and Ms. Crocker. The Commissioners were in agreement with the proposed revisions and designated December 9, 2020 for the second reading and adoption.

Revision of Personnel Commission Rules, Article 3 – First Reading

Future Commission meeting dates were announced:
December 9, 2020…January 13, 2021….February 10, 2021….5:00p.m...Board Room

Information
Meeting Dates

Job Opportunities were announced for: Accounting Technician-Special Funds; Adult Education Instructional Assistant, Welding; Budget & Finance Supervisor; Cafeteria Assistant; Community Liaison; Custodian I; Human Resources Assistant II; Maintenance Specialist, Irrigation Systems; Paraeducator-Spanish.

Job Opportunities

The Commission met in Closed Session at 5:40 P.M., in accordance with provisions in Government Code Section 54957, Public Employment Matters: Appointment, Employment Performance Evaluation, Discipline, Dismissal, Release: Discuss Employee Performance.

Closed Session

The Commission returned to Open Session at 6:03 P.M. No action was taken during Closed Session.

Return to Open Session

Future Consideration

Items for future consideration include: Second reading and adoption of Personnel Commission Rule 7.20; Second reading and adoption of Personnel Commission Rules, Articles 1 and 2; Second reading and adoption of Personnel Commission Rules, Article 3.

Adjournment
Motion #20.1414.8

On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission adjourned the meeting at 6:09 P.M. Vote 3-0; Aye-Hobiger, Rhoades, Handin; No-None; Abstained-None.

Kathleen Hobigier, Chairperson

Lori Rhoades, Vice-Chairperson

Sandy Handin, Member