SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

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

October 14, 2020
5:00 P.M.
Meeting # 867

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.
Sallie Kleingarn, Senior Administrative Assistant	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**

Agenda

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. Motion #20.1014.1

Consent Agenda

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. Motion #20.1014.2

Minutes

On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Commission approved the Minutes of the Regular Meeting of September 9, 2020. Vote 3-0: Aye – Hobiger, Rhoades, Handin; No-None; Abstained-None; Absent-None. Motion #20.1014.3

There were no Commission comments. Commission Comments

Lynn Wood from Hillside Middle School addressed the Commission regarding the possibility of implementing different levels of Paraeducator I, Special Ed. for those that work in a severe autism class. Paraeducator I, Special Ed. employees at her site requested that she find out what the next steps are that should be taken by them. Ms. Crocker said it will need to be agendized and discussed at a future meeting. Public Comments

Public Hearing on the Appointment of Personnel Commission Joint Appointee. There were no comments. Public Hearing

Personnel Items

Ms. Crocker reported that the district is re-opening to in-person instruction on November 2 to students in TK-3rd grade under a hybrid model with two sessions per day. Classified Personnel has been working to ensure staffing levels; recruitment is difficult but the department is getting creative with solutions. Ms. Crocker announced that Fransiska Priyatmo, HR Assistant II, is leaving the district on Oct. 23 for a promotional opportunity; Karen Burnside will be subbing until a replacement is secured. Ms. Crocker reported that there are 15 recruitments in progress and that two classification studies have been completed in the current fiscal year, and one is being presented tonight. Ms. Crocker announced that the Personnel Commission agenda supporting documents are now posted online with the meeting agenda. Ms. Hobiger complimented the staff on good work in a difficult time. Director's Report

General Items

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

2020-2021 Budget Status

The request to reappoint Kathleen Hobiger as the Personnel Commission Joint Appointee for a three-year term commencing December 1, 2020 was presented for approval.

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

Request to Reappoint Kathleen Hobiger as Personnel Commission Joint Appointee Motion #20.1014.4

Ms. Crocker presented the Personnel Commission Annual Report 2019-2020. The Commissioners all agreed it was nicely done. It will be posted on the classified personnel webpage.

Information and Discussion on Personnel Commission Annual Report 2019-2020

Ms. Crocker presented Personnel Commission Rules, Articles 1 and 2, which reflect Commission and Commission attorney, Kristine Kwong's, feedback. Ms. Hobiger asked whether the term "merit system" should be capitalized; Ms. Crocker will confer with Ms. Kwong.

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

Ms. Crocker presented the basis for the proposed revisions to the Bond Program Manager classification specification. The hiring authority requested the removal of reference to specific bonds; other revisions were made for increased clarity and to ensure up-to-date language.

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

Request for Specification Revision for Bond Program Manager Motion #20.1014.5

Ms. Crocker presented the basis for the new classification. Discussion ensued among the Commissioners and Ms. Crocker. The Commissioners had several concerns regarding the need for the new classification, as well as the recommended salary range of 70.

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

Request to Approve a New Classification of Administrative Services Assistant – District Receptionist Motion #20.1414.6

The request to reclassify a position from Administrative Services Assistant I to a new classification of Administrative Services Assistant – District Receptionist was not approved due to the establishment of the proposed classification being denied.

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

Request to Reclassify a Position From Administrative Services Assistant I to a New Classification of Administrative Services Assistant – District Receptionist Motion #20.1414.7

Information
Meeting Dates

Future Commission meeting dates were announced:
November 18, 2020....December 9, 2020....January 13, 2021....5:00p.m...Board Room

Future Consideration

It was requested by Ms. Rhoades that the public comment be addressed at a future meeting.

Adjournment
Motion #20.1414.8

On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission adjourned the meeting at 5:52 P.M. Vote 3-0; Aye-Hobiger, Rhoades, Handin No-None; Abstained-None.

Kathleen Hobiger, Chairperson

Lori Rhoades, Vice-Chairperson

Sandy Handin, Member