SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

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

February 12, 2020
6:00 P.M.
Meeting # 858

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. Rhoades seconded by Ms. Handin and carried, the Personnel Commission approved the agenda, as presented. Vote 3-0; Aye-Hobiger, Rhoades, Handin; No-None; Abstained-None; Absent-None. Motion #20.0212.1

On a motion by Ms. Rhoades, seconded by Ms. Handin 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 #20.0212.2

On a motion by Ms. Rhoades, seconded by Ms. Handin and carried, the Commission approved the Minutes of the Regular Meeting of January 15, 2020. Vote 3-0: Aye – Hobiger, Rhoades, Handin; No-None; Abstained-None; Absent-None. **Minutes** Motion #20.0212.3

On a motion by Ms. Rhoades, seconded by Ms. Handin and carried, the Commission approved the Minutes of the Special Meeting of February 4, 2020. Vote 3-0: Aye – Hobiger, Rhoades, Handin; No-None; Abstained-None; Absent-None. **Minutes** Motion #20.0212.4

Ms. Handin stated she attended the first session of the Merit Academy and the second session is February 29. The CSPCA Annual Conference is next week in San Fransisco. Ms. Hobiger reported the passing of two classified staff: Candace Dean, Paraeducator II at SVHS, and Elaine Wismar, retiree. Commission Comments

There were no public comments. Public Comments

There were no public hearings. Hearings

Personnel Items

Ms. Crocker reported the recruitment status of eight recruitments in process with two ending this week, four ending next week, and six upcoming. The status of position classification studies was presented for 2019-20 with one complete and one being presented tonight. Ms. Crocker presented an update on the classified professional development offerings. Since the last Commission meeting, there have been two offerings with 95-100 employees in attendance. There are four upcoming offerings. The classified professional development day is scheduled for March 14, 2020 at RHS. Director's Report

At this time there are about 160 registered for the Saturday, 3/14 offering. Ms. Crocker commended Ms. Kleingarn for doing a great job managing the RSVPs and inquiries. Ms. Crocker reported that the district will again participate in the state-sponsored Classified School Employee Summer Assistance Program for 2020-2021. The district participated in the 2019-2020 program. Ms. Crocker reported that the instructions sheet for candidates participating in the interview process has been working well. A manual for applicants and candidates to assist them in the application, examination, and selection process is near completion. Ms. Crocker reported that the initial review of the accounting draft job descriptions by employees, supervisors, and CSEA President is complete. The drafts are currently with the Associate Superintendent of Business for review, and final drafts will be sent to employees, supervisors, and CSEA once complete. She also reported that the CSEA contract negotiations will begin on Feb. 26.

General Items

Ms. Crocker reported on the status of the current 2019-2020 Commission budget.

2019-2020 Budget Status

On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved the motion to approve a new classification of Special Education Data Technician at Classified Salary Schedule Range 90.
Vote 3-0: Aye- Hobiger, Rhoades, Handin; No-None; Abstained-None; Absent-None.

Request to Approve a New Classification of Special Education Data Technician Motion #20.0212.5

On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved the motion to reclassify a position from Administrative Services Assistant II to a new classification of Special Education Data Technician.
Vote 3-0: Aye- Hobiger, Rhoades, Handin; No-None; Abstained-None; Absent-None.

Request to reclassify a position from Administrative Services Assistant II to a New Classification of Special Education Data Technician Motion #20.0212.6

The Personnel Commission met in Closed Session starting at 5:44 p.m. in accordance with provisions in Government Code Section 54957 – Public Employment Matters to discuss employee performance. They returned to Open Session at 6:19 p.m. No action taken.

Closed Session

There was a discussion regarding the updates needed to the Personnel Commission Rules and how it should be approached. Ms. Crocker stated that there are several required steps to take prior to changing, such as researching education code and obtaining District and union input. It was agreed that Ms. Crocker would present a plan to the Commission for revising the Personnel Commission rules.

Revision of Personnel Commission Rules

The Commission approved paying the $100 dues to participate in the Personnel Commission Association of Southern California (PCASC) for a one-year membership.

Personnel Commission Association of Southern California (PCASC) Membership

Information

Future Commission meeting dates were announced: March 11, 2020....April 8, 2020...May 13, 2020.....5:00 P.M.....Board Room

Meeting Dates

Job opportunities were announced for: Cafeteria Assistant; Cafeteria Services Specialist; Certified Educational Sigh Language Interpreter; Custodian I; Groundskeeper I; Groundskeeper II; Paraeducator – Spanish; Paraeducator II – Special Education.

Job Opportunities

The Commission requested Ms. Crocker gain approval to have the front doors open for public attendance at meetings.

Future Consideration

On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission adjourned the meeting at 6:21 P.M. Vote 3-0; Aye-Hobiger, Rhoades, Handin; No-None; Abstained-None.

Adjournment
Motion #20.0212.7

Kathleen Hobiger, Chairperson

Lori Rhoades, Vice-Chairperson

Sandy Handin, Member