SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

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

August 14, 2019
6:00 P.M.
Meeting # 850

Personnel Commission Members
Sherida Simmons, Chairperson
Kathleen Hobiger, Vice Chairperson
Lori Rhoades, Member

Arrived
6:00 P.M.
6:00 P.M.
6:00 P.M.

Staff Members
Sophia Crocker, Director, Classified Personnel Services
Sallie Kleingarn, Senior Administrative Assistant

6:00 P.M.
6:00 P.M.

The meeting was called to order at 6:00 P.M. by Sherida Simmons, Chairperson. The flag salute was led by Ms. Simmons.

Call to Order
Flag Salute

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

Agenda
Motion #20.0814.1

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-Hobiger, Rhoades, Simmons; No-None; Abstained-None; Absent-None.

Consent Agenda
Motion #20.0814.2

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Commission approved the Minutes of the Regular Meeting of July 10, 2019. Vote 3-0:
Aye – Hobiger, Simmons, Rhoades; No-None; Abstained-None; Absent-None.

Minutes
Motion #20.0814.3

During Commission Comments, Ms. Hobiger announced the passing of three former classified employees: Patty Crofts, Mary Riggi and Bette Greene.

Commission Comments

There were no public comments.

Public Comments

There were no public hearings.

Hearings

Personnel Items

Ms. Crocker reported that today was the first day of school. She announced that the first official Campus Supervisor training was held for them at each school site as well as a mass training at the district office. Topics reviewed with the Campus Supervisors were: heat illness prevention, bloodborne pathogens, communications, parking lot/traffic safety, first aid, supervision, district responsibility and hazard recognition. Ms. Crocker presented the status of position classification studies. Five have been completed; one being recommended to the Personnel Commission at tonight’s meeting; three are in progress or have been initiated. Ms. Yerushalmi is at full recruitment capacity with 13 recruitments in process, two of which will end this week and 6 pending.

Director’s Report

General Items

2019-2020
Budget Status

Ms. Crocker reported on the status of the current 2019-2020 Commission budget.
On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved a Revision of Personnel Commission Rule 3.30 RECLASSIFICATION (Second reading) for approval. Vote 3-0: Aye-Simmons, Hobiger, Rhoades; No-None; Abstained-None; Absent-None.

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the reclassification of a position from Custodian II to the existing classification of Plant Manager I. The incumbent, Christopher Dean, has demonstrated a gradual accretion of duties of Plant Manager I over a period of at least two years and, according to Personnel Commission Rule 3.30, is eligible for reclassification with the position. Vote 3-0: Aye-Simmons, Hobiger, Rhoades; No-None; Abstained-None; Absent-None.

Future Commission meeting dates were announced.

Job opportunities were announced for: Cafeteria Services Specialist; Custodian I; Food Services Delivery Specialist; Maintenance Specialist, HVAC; Marketing and Communications Coordinator; Paraeducator, Deaf or Hard of Hearing.

There were no items for future consideration.

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 6:19 P.M. Vote 3-0; Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None.

Sherida Simmons, Chairperson
Kathleen Hobiger, Vice-Chairperson
Lori Rhoades, Member