SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MINUTES

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

August 8, 2018
6:00 P.M.
Meeting # 837

Personnel Commission Members	Arrived
Lori Rhoades, Chairperson	6:00 P.M.
Sherida Simmons, Vice Chairperson	6:00 P.M.
Kathleen Hobiger, Member	6:00 P.M.

Staff Members	
Sophia Crocker, Director, Classified Personnel Services	6:00 P.M.
Karen Burnside, Senior Administrative Assistant	6:00 P.M.

The meeting was called to order at 6:00 P.M. by Lori Rhoades, Chairperson. **Call to Order**

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

On a motion by Ms. Simmons, 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 #18.0808.1

On a motion by Ms. Hobiger, seconded by Ms. Simmons 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 #18.0808.2

The Commission went into Closed Session at 6:03 P.M., in accordance with provisions of Government Code Section 54957, Public Employment Matters; Public Employee Appointment-Applicant Appeal from Rejection. **Closed Session Appeal - Application Rejection**

The Commission returned to Open Session at 6:37 P.M. and reported that they unanimously upheld the director's decision to reject the application and that Ms. Crocker will advise the applicant of the decision via letter. Vote 3-0; Aye-Hobiger, Rhoades Simmons; No-None; Abstained-None; Absent-None. **Return to Open Session**

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Commission approved the Minutes of the Regular Meeting of May 9, 2018.
Vote 2-1: Aye-Hobiger, Rhoades; No-None; Abstained-Simmons (absent May 9). **Minutes** May 9, 2018 Motion #18.0808.3

On a motion by Ms. Simmons, seconded by Ms. Hobiger and carried, the Commission approved the Minutes of the Special Meeting of May 31, 2018.
Vote 3-0: Aye – Hobiger, Rhoades, Simmons; No-None; Abstained-None. **Minutes** May 31, 2018 Motion #18.0808.4

The Commission acknowledged the passing of Phyllis Robinson, retired SVUSD employee. Commission Comments

There were no public comments. Public Comments

There were no public hearings. Hearings

Personnel Items

Director's Report

Ms. Crocker reported that (1) school resumes next week, and the Classified Personnel Department is working to ensure the sites are appropriately staffed for the beginning of the school year; (2) the temporary administrative services assistant hired in the department has been a tremendous help; (3) Karen Burnside will conduct Personnel Commission meetings while she (Ms. Crocker) is on leave; and (4) reported on the status of the classification study.

General Items

2018-2019 Budget Status

Ms. Crocker reported on the status of the 2018-2019 Commission Budget.

Revision H.R. Assistant II Motion #18.0808.5

On a motion by Ms. Simmons, seconded by Ms. Hobiger and carried, the Personnel Commission approved a revision to the minimum qualifications in the job description for Human Resources Assistant II. Vote: 3-0; Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None; Absent-None.

Revision Paraeducator-Visually Impaired Motion #18.0808.6

On a motion by Ms. Simmons, seconded by Ms. Hobiger and carried, the Personnel Commission approved a revision to the minimum qualifications in the job description for Paraeducator-Visually Impaired. Vote: 3-0; Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None.

New Classification & Job Description Payroll Supervisor Motion #18.0808.7

On a motion by Ms. Simmons, seconded by Ms. Hobiger and carried, the Personnel Commission approved a new classification and job description for Payroll Supervisor, as amended. Vote: 3-0; Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None.

New Classification & Job Description Emergency Services & Safety Coordinator Motion #18.0808.8

On a motion by Ms. Simmons, seconded by Ms. Hobiger and carried, the Personnel Commission approved a new classification and job description for Emergency Services and Safety Coordinator. Vote: 3-0; Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None.

Annual Report for 2017-2018 Motion #18.0808.9

On a motion by Ms. Simmons, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Annual Report for Fiscal Year 2017-2018. Vote: 3-0; Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None.

Information

Meeting Dates

Future Commission meeting dates were announced.

Job Opportunities

Job opportunities were announced for: Adult Education Instructional Assistant-Business & Computer Tech; Custodian II; Paraeducator; Paraeducator-Deaf or Hard of Hearing; Paraeducator-Visually Impaired; School Services Assistant III.

Future Consideration

There were no items for consideration at a future meeting.

Adjournment Motion #18.0808.10

On a motion by Ms. Simmons, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 7:15 P.M. Vote 3-0; Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None.

L. Rhoades

Lori Rhoades, Chairperson

Sherida Simmons, Vice-Chairperson

Kathleen Hobiger

Kathleen Hobiger, Member