SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
SPECIAL MEETING MINUTES

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

May 31, 2018
6:00 P.M.
Meeting #834

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

Staff Members	
Sophia Crocker, Director of Classified Personnel	6:00 PM
Karen Burnside, Senior Administrative Assistant	6:00 PM

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 Special Meeting Agenda as amended. Vote of 3-0: Aye: Hobiger, Rhoades, Simmons; No: None; Abstained: None. **Agenda** Motion # 18.531.1

On a motion by Ms. Simmons, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Consent Agenda as presented. Vote of 3-1: Aye: Hobiger, Rhoades, Simmons; No: None; Abstained: None. **Consent Agenda** Motion # 18.531.2

On a motion by Ms. Simmons, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Minutes for 4/18/18, as presented. Vote 2-1: Aye: Hobiger, Simmons; No-None; Abstained: Rhoades (absent 4/18). **Minutes for 4/18/18** Motion #18.531.3

On a motion by Ms. Simmons, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Minutes for 5/918, as presented. Vote 2-1: Aye: Hobiger, Rhoades; No-None; Abstained: Simmons (absent 5/9). **Minutes For 5/9/18** Motion #18.531.4

There were no Commission Comments. **Commission Comments**

There were no Public Comments. **Public Comments**

There were no Public Hearings. **Public Hearings**

Director's Report

Ms. Crocker reported that (1) draft job descriptions have been sent to all employees and supervisors with the exception of the Paraeducator I Special Education group, which is our largest group (over 300 employees). The I.T. department is generating a report of their emails that will eliminate the manual aspect of sending the job descriptions to them. (2) Feedback is being shared with EMS. (3) After EMS provides the final draft job descriptions, Ms. Crocker will do a thorough review in anticipation of additional edits that will need to be made based on feedback received and observations of the company's work. It is important that we ensure that our job descriptions are comprehensible and support the overall classification plan.

There was discussion regarding Ms. Crocker's pending leave of absence and staff responsibility during her leave.

Director's Leave of Absence - Discussion

There were no general items for discussion.

General Items
(None)

Future Personnel Commission meeting dates were announced.

Information
Calendar

On a motion by Ms. Simmons, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 6:28 P.M.
Vote: 3-0: Aye: Hobiger, Rhoades, Simmons; No: None; Abstained: None.

Adjournment
Motion # 18.531.5

L Rhoades
Lori Rhoades, Chairperson

Sherida Simmons, Vice Chairperson

Kathleen Hobiger
Kathleen Hobiger, Member