SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MINUTES

Floyd Binns Room
875 E. Cochran Street
Simi Valley, CA 93065

December 13, 2017
6:00 P.M.
Meeting # 828

Personnel Commission Members	Arrived
Kathleen Hobiger, Chairperson	6:00 P.M.
Lori Rhoades, Vice Chairperson	6:00 P.M.
Sherida Simmons, 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 Kathleen Hobiger, Chairperson. **Call to Order**

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

On a motion by Ms. Simmons, seconded by Ms. Rhoades and carried, the Personnel Commission approved the agenda, as presented, by a vote of 3-0 as follows: Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None; Absent-None. **Agenda** Motion #17.1213.1

On a motion by Ms. Simmons, seconded by Ms. Rhoades and carried, the Personnel Commission approved the consent agenda, as presented, by a vote of 3-0 as follows: Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None; Absent-None. **Consent Agenda** Motion #17.1213.2

On a motion by Ms. Simmons, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Minutes of the Regular Meeting of November 8, 2017 as presented, by a vote of 3-0 as follows: Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None; Absent-None. **Minutes** Motion #17.1213.3

The Commission wished everyone happy holidays. Commission Comments

There were no public comments. Public Comments

There were no public hearings. Hearings

Personnel Items

Ms. Crocker reported that (1) Her heart goes out to those who have been affected by the devastating fires throughout southern California. TCSPA is conducting a toy drive among its members. The toys will be collected at the TCSPA monthly meeting Friday, December 15, and will be distributed to students and families who were affected by the fires throughout the member districts. (2) The Governing Board has approved renaming the Food Services Department to Child Nutrition. Certain classification title changes within that department will be brought to the Commission for approval. Those classifications are: Director of Food Services, Food Services Manager I, Food Services Manager II, and Food Services Operations Manager. *(Note: The Commission asked Ms. Crocker to hold off on the title changes until the classification study has been completed.).* Director's Report

(3) Supervisor validation meetings were held during the last week of November. Most supervisors who were invited were in attendance. Ms. Crocker is waiting on a few job descriptions from supervisors who were unable to attend or requested more time to review. (4) The dates and locations for the 2018 Extended School Year summer session have been set, and our office has already initiated the planning process for staffing. (5) The projected date of the District office move has been adjusted to February 16.

Director's Report continued

General Items

Ms. Crocker reported on the status of the 2017-2018 Commission Budget.

2017-2018 Budget Status

The Feburary, 2018 CSPCA Conference was discussed and travel information was provided.

CSPCA Conference Information Update

On a motion by Ms. Simmons, seconded by Ms. Hobiger and carried, the Personnel Commission elected Lori Rhoades as Chairperson of the Personnel Commission for a one year term commencing at the first meeting held in January, 2018; by a vote of 3-0 as follows: Aye-Hobiger, Rhoades, Simmons; Absent-None; No-None; Abstained-None.

Election of Officers Chairperson Motion #17.1213.4

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission elected Sherida Simmons as Vice Chairperson of the Personnel Commission for a one year term commencing at the first meeting held in January, 2018; by a vote of 3-0 as follows: Aye-Hobiger, Rhoades, Simmons; Absent-None; No-None; Abstained-None.

Election of Officers Vice-Chairperson Motion #17.1213.5

Information

Future Commission meeting dates were announced. The Commission acknowledged the possible change of meeting location starting in February or March, 2018, pending relocation of the district offices.

Meeting Dates

Job opportunities were announced for: Custodian I (Substitute Assignments); Paraeducator-Deaf or Hard of Hearing; Student Body Account Clerk II; Warehouse & Distribution Specialist I (Substitute Assignments).

Job Opportunities

There were no items for consideration at a future meeting.

Future Consideration

On a motion by Ms. Simmons, seconded by Ms. Rhoades and carried, the Personnel Commission adjourned the meeting at 6:14 P.M., by a vote of 3-0 as follows: Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None; Absent-None.

Adjournment Motion #17.1213.6

Kathleen Hobiger, Chairperson

Lori Rhoades, Vice-Chairperson

Sherida Simmons, Member