

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MINUTES

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

September 13, 2017
6:00 P.M.
Meeting # 825

Personnel Commission Members

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

Arrived

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

Staff Members

Sophia Crocker, Director, Classified Personnel Services
Karen Burnside, 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, Member.

Call to Order

The flag salute was led by Ms. Simmons.

Flag Salute

On a motion by Ms. Rhoades, seconded by Ms. Simmons and carried, the Personnel Commission approved the agenda, as amended, by a vote of 2-0 as follows:
Aye-Rhoades, Simmons; Absent-Hobiger; No-None; Abstained-None.

Agenda
Motion #17.0913.1

On a motion by Ms. Rhoades, seconded by Ms. Simmons and carried, the Personnel Commission approved the consent agenda, as presented, by a vote of 2-0 as follows:
Aye- Rhoades, Simmons; Absent-Hobiger; No-None; Abstained-None.

Consent Agenda
Motion #17.0913.2

Approval of the Minutes of the Regular Meeting of August 9, 2017, will be approved by Ms. Hobiger and Ms. Simmons at a future meeting. (Ms. Rhoades was not in attendance at the August 9 meeting; Ms. Hobiger is not in attendance for approval at this meeting.)

Minutes
8/9/17 Meeting
(Tabled)

The Commission wished Ms. Hobiger a speedy recovery.

Commission
Comments

There were no public comments.

Public Comments

There were no public hearings.

Hearings

Personnel Items

Ms. Crocker reported that (1) she is continuing to meet and collaborate with personnel across the district. She will be attending the Tri-Counties School Personnel Association (TCSPA) meeting on September 14 and will be engaging in a round-table discussion with directors from surrounding districts; (2) The Classified Personnel team has been making time to purge files that are no longer needed in order to free space for the files we do need; (3) Classification study updates: Focus groups have been scheduled and invitations have been sent. Information sessions have been scheduled: Two sessions will be held at Santa Susana High School on September 22 for school site employees, and one session will be held at the District Office on September 25 for District Office Employees.

Director's Report

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

2017-2018
Budget Status

On a motion by Ms. Rhoades, seconded by Ms. Simmons and carried, the Personnel Commission approved reappointment of Kathleen Hobiger as Joint Appointee to the Personnel Commission for a three-year term commencing December 1, 2017, with a Public Hearing on the Appointee to be held in conjunction with the Regular Meeting scheduled for October 11, 2017, by a vote of 2-0 as follows: Aye-Rhoades, Simmons; Absent: Hobiger; No-None; Abstained-None.

Joint Appointee
Motion # 17.0913.3

General Items

Ms. Crocker reported on the status of the 2016-2017 Commission Budget.

2017-2018
Budget Status

On a motion by Ms. Rhoades, seconded by Ms. Simmons and carried, the Personnel Commission approved a revision to the job description for Administrative Services Assistant I, as amended, by a vote of 2-0 as follows: Aye-Rhoades, Simmons; Absent: Hobiger; No-None; Abstained-None.

Admin Svcs Asst I
Job Description
Motion # 17. 0913.4

Information

Future Commission meeting dates were announced.

Meeting Dates

Job opportunities were announced for: Instructional Support Specialist-Intensive Behavior Intervention; Paraeducator; Paraeducator II, Special Education; School Services Assistant II.

Job Opportunities

There were no items for consideration at a future meeting.

**Future
Consideration**

On a motion by Ms. Rhoades seconded by Ms. Simmons and carried, the Personnel Commission adjourned the meeting at 6:50 P.M., by a vote of 2-0 as follows: Aye-Rhoades, Simmons; Absent-Hobiger; No-None; Abstained-None.

Adjournment
Motion #17.0913.5

Absent

Kathleen Hobiger, Chairperson

L. Rhoades

Lori Rhoades, Vice-Chairperson

Sherida Simmons
Sherida Simmons, Member