SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MINUTES

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

August 10, 2016
6:00 P.M.
Meeting # 809

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

Staff Members	
Matt Spencer, Director, Classified Personnel Services	6:00 P.M.
Karen Burnside, Senior Administrative Assistant, Confidential	6:00 P.M.

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

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

On a motion by Ms. Hobiger, seconded by Ms. Simmons and carried, the Personnel Commission approved the agenda, as presented, by a vote of 2-0 as follows: Aye-Hobiger, Simmons; Absent-Rhoades; No-None; Abstained-None. **Agenda** Motion #16.0810.1

On a motion by Ms. Hobiger, seconded by Ms. Simmons and carried, the Personnel Commission approved the consent agenda, as presented, by a vote of 2-0 as follows: Aye-Hobiger, Simmons; Absent-Rhoades; No-None; Abstained-None. **Consent Agenda** Motion #16.0810.2

On a motion by Ms. Hobiger, seconded by Ms. Simmons and carried, the Personnel Commission approved the Minutes of the Special Meeting of June 6, 2016, as presented, by a vote of 2-0 as follows: Aye-Hobiger, Simmons; Absent-Rhoades; No-None; Abstained-None. **Minutes** Motion #16.0810.3

Note - Approval of the Minutes of the Regular Meeting of June 8, 2016, will be considered at the next regular meeting (September 14, 2016).

There were no Commission Comments. Commission Comments

There were no Public Comments. Public Comments

There were no Hearings. Hearings

PERSONNEL ITEMS

Dr. Spencer informed the Commission that there was nothing new to report. Director's Report

On a motion by Ms. Hobiger, seconded by Ms. Simmons and carried, the Personnel Commission approved the reclassification of Employee #0266 from Administrative Assistant II to Risk Management Technician (Range 80), by a vote of 2-0 as follows: Aye-Hobiger, Simmons; Absent-Rhoades; No-None; Abstained-None. Reclassification To Risk Mgmt Technican Motion #16.0810.4

On a motion by Ms. Hobiger, seconded by Ms. Simmons and carried, the Personnel Commission approved the new classification of Emergency Services Technician (Range 70), by a vote of 2-0 as follows: Aye-Hobiger, Simmons; Absent-Rhoades; No-None; Abstained-None.

New Classification Emergency Services Technician Motion #16.0810.5

Dr. Spencer provided the Personnel Commission with samples of evaluation forms to be used for the Director of Classified Personnel. No action was taken.

New Evaluation Instrument

GENERAL ITEMS

Dr. Spencer reported on the status of the 2016-2017 Personnel Commission Budget.

Budget Status

Future Commission meeting dates were announced.

INFORMATION

Job opportunities were announced for: Braille Transcriber; Counseling & Guidance Technician; Groundskeeper I; Groundskeeper II; Instructional Aide, Adult Ed-Welding; Instructional Support Specialist-IBI; Library Clerk; Maintenance Specialist-Irrigation Systems; Paraeducator; School Services Assistant III; Student Store Clerk I.

Items for consideration at a future meeting include approval of the final evaluation form for Director of Classified Personnel (September meeting); and Evaluation of the Director (October meeting).

FUTURE CONSIDERATION

The Commission convened in Closed Session at 6:15 P.M., in accordance with provisions in Government Code 54957, Public Employment Matters – Appointment, Employment, Performance Evaluation, Discipline, Dismissal, Release: The Commission finalized the decision on the appeal of termination by Employee #1626.

CLOSED SESSION

The Commission returned to Open Session at 6:50 P.M., and reported that the Personnel Commission voted to reject the appeal of termination by Employee #1626, by a vote of 2-0 as follows: Aye-Hobiger, Simmons; Absent-Rhoades; No-None; Abstained-None.

RETURN TO OPEN SESSION Motion #16.0810.6

On a motion by Ms. Hobiger, seconded by Ms. Simmons and carried, the Personnel Commission adjourned the meeting at 6:51 P.M., by a vote of 2-0 as follows: Aye-Hobiger, Simmons; Absent-Rhoades; No-None; Abstained-None.

ADJOURNMENT Motion #16.0511.7

Sherida Simmons, Chairperson

Kathleen Hobiger, Vice-Chairperson

Absent

Lori Rhoades, Member