SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MINUTES

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

February 10, 2016
6:00 P.M.
Meeting # 803

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

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. 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 #16.0210.1

On a motion by Ms. Rhoades, seconded by Ms. Hobiger 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 #16.0210.2

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Minutes of the Regular Meeting of January 14, 2016, as presented, by a vote of 3-0 as follows: Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None; Absent-None. **Minutes** Motion #16.0210.3

The Commission acknowledged the passing of retiree Barbara Nespor. Commission Comments

There were no public comments. Public Comments

There were no Hearings. Hearings

PERSONNEL ITEMS

Director's Report

Dr. Spencer reported on (1) Draft of the Personnel Commission Budget: Dr. Spencer will begin working on a draft of the budget next month and anticipates that he will receive information regarding the process from the Ventura County Office of Education in late March or early April. The Commission will see a preliminary budget in April and will approve next year's budget at their regular meeting in May. (2) Classified Office Staff: Dr. Spencer complimented the Classified Personnel Office staff, stating that they are professional, enjoy each other, have excellent camaraderie, and further stated that it is a pleasure to be a part of the Classified HR team as the Director.

GENERAL ITEMS

Dr. Spencer reported on the status of the 2015-2106 Commission Budget.

2015-2016 Budget Status

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Commission approved the calendar of meetings for 2016-2017, as presented.

Meeting Calendar
Motion #16.0210.4

Per request of the Personnel Commission at the January 14 meeting, Dr. Spencer investigated the lack of clerical substitutes available and/or willing to pick up day-to-day and long-term clerical assignments. He reported that recruitment for School Services Assistants I was opened on January 15, with the written test scheduled for February 18, and oral appraisal scheduled for February 25. As soon as the list is completed, eligibles will be invited to process as clerical substitutes. After Dr. Spencer gave his report, a number of school-site clerical employees gave their input regarding the situation.

Clerical Substitutes
Information; Discussion

INFORMATION

Future Commission meeting dates were announced.

Job opportunities were announced for Benefit Plans Coordinator; Custodian II; Library Clerk; Purchasing Assistant.

FUTURE CONSIDERATION

There were no items for consideration at a future meeting.

ADJOURNMENT

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission adjourned the meeting at 6:25 P.M., by a vote of 3-0 as follows: Aye-Hobiger, Rhoades, Simmons; Absent-none; No-none; Abstained-none.
Motion # 16.0210.5

Sherida Simmons, Chairperson

Kathleen Hobiger, Vice-Chairperson

L. Rhoades

Lori Rhoades, Member