

SIMI VALLEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MINUTES

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

November 18, 2015  
6:00 P.M.  
Meeting # 800

Personnel Commission Members

Sherida Simmons, Chairperson  
Kathryn Musselman, Vice Chairperson  
Kathleen Hobiger, Member

Arrived  
6:00 P.M.  
6:00 P.M.  
6:00 P.M.

Staff Members

Matt Spencer, Director, Classified Personnel Services  
Karen Burnside, Senior Administrative Assistant, Confidential

6:00 P.M.  
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. Musselman, seconded by Ms. Hobiger and carried, the Personnel Commission approved the agenda, as presented, by a vote of 3-0 as follows: Aye-Hobiger, Musselman, Simmons; No-None; Abstained-None; Absent: None.

**Agenda**  
Motion #15.1118.1

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

**Consent Agenda**  
Motion #15.1118.2

On a motion by Ms. Musselman, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Minutes of the Regular Meeting of October 14, 2015, as presented, by a vote of 3-0 as follows: Aye-Hobiger, Musselman, Simmons; No-None; Abstained-None; Absent-None.

**Minutes**  
Motion #15.1118.3

The Commission acknowledged the sudden passing of Irene Edwards, who served as a Paraeducator I-Special Education for our district.

**Commission**  
**Comments**

Ms. Simmons announced Kathy Musselman's retirement from the Personnel Commission and presented her with a plant and an engraved clock thanking her for her years of dedication and service to the Commission. Ms. Simmons and Ms. Hobiger commented that it has been a great pleasure working with Ms. Musselman. Ms. Simmons then invited everyone to remain after the meeting for coffee and cake, graciously provided by CSEA, in honor of Ms. Musselman's retirement.

Ms. Musselman thanked everyone, commented that she has enjoyed her time as commissioner, and thanked Ms. Simmons, Ms. Hobiger, Mr. Jarrard, CSEA's executive board members, and others who attended the meeting.

Jim Jarrard, CSEA President, thanked Ms. Musselman for her years of service and introduced members of CSEA's executive board who attended to honor her.

**Public Comments**

There were no Hearings.

**Hearings**

**PERSONNEL  
ITEMS**

Dr. Spencer reported that (1) Classified office staff member, Rosa Hensley, who serves as Human Resources Assistant III in the department, has announced her retirement at the end of December. She is a very valuable team member who possesses outstanding skills in using the computer and H.R. database systems as well as working with staff and the public. We will greatly miss Rosa and wish her the very best in retirement; (2) On Thursday of last week, the office staff and I enjoyed the annual Thanksgiving luncheon hosted by the staff and students at Apollo High School. The menu was traditional...turkey, dressing, mashed potatoes, gravy, sweet potatoes...and some delightful deserts. We enjoyed a meal together and the opportunity to fellowship with other guests. The annual Thanksgiving Luncheon is a wonderful gift the Apollo staff gives to their students and guests. It was delightful to be able to participate; (3) Last night, the Board of Education unanimously approved an agreement between the district and teachers association. As CSEA had a reciprocal agreement, this action approved a 6.5% raise for all certificated and classified employees. Processes are beginning to adjust all pay schedules and calculate retroactive pay amounts back to July 1, 2015. At this time, it is anticipated that employees can expect to see retroactive amounts and the increase in their monthly salary with the January paycheck.

Director's Report

On a motion by Ms. Musselman, seconded by Ms. Hobiger and carried, the Commission approved all fourteen items in the Information Technology Classification Study, as presented.

Information Tech  
Classification Study  
Motion # 15.1118.4

**GENERAL ITEMS**

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

2015-2016 Budget  
Status

Future Commission meeting dates were announced.

**INFORMATION**

Job opportunities were announced for: Benefit Plans Coordinator, Confidential; Cafeteria Assistant; Custodian II; Director of Purchasing Services; Human Resources Assistant III; Library Clerk; Purchasing Assistant; Purchasing Technician; Student Data System Specialist.

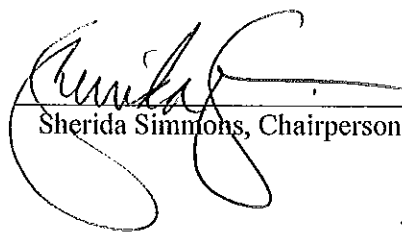
Recruitment note: Applications for Speech Language Pathology Assistant (SLPA) will no longer be taken on a continuous basis.

There were no items for future consideration.

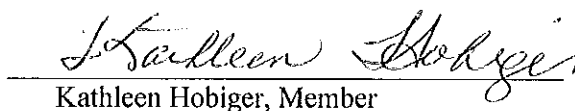
**FUTURE  
CONSIDERATION**

On a motion by Ms. Hobiger, seconded by Ms. Musselman and carried, the Personnel Commission adjourned the meeting at 6:21 P.M., by a vote of 3-0 as follows: Aye-Hobiger, Musselman, Simmons; Absent-none; No-none; Abstained-none.

**ADJOURNMENT**  
Motion # 15.1118.5

  
\_\_\_\_\_  
Sherida Simmons, Chairperson

*Retired – Not Available for Signature*  
Kathryn Musselman, Vice-Chairperson

  
\_\_\_\_\_  
Kathleen Hobiger, Member