SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MINUTES

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

September 9, 2015
6:00 P.M.
Meeting # 798

Personnel Commission Members	Arrived
Sherida Simmons, Chairperson	6:00 P.M.
Kathryn Musselman, Vice Chairperson	6:00 P.M.
Kathleen Hobiger, 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. Musselman, seconded by Ms. Hobiger and carried, the Commission approved the agenda, as presented, by a vote of 3-0 as follows: Aye-Hobiger, Musselman, Simmons; Absent-None; No-None; Abstained-None. — **Agenda** Motion #15.0909.1

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 3-0 as follows: Aye-Hobiger, Musselman, Simmons; Absent-None; No-None; Abstained-None. — **Consent Agenda** Motion #15.0909.2

On a motion by Ms. Musselman, seconded by Ms. Hobiger and carried, with Simmons abstaining, the Personnel Commission approved the Minutes of the Regular Meeting of June 10, 2015, as presented, by a vote of 2-0 as follows: Aye-Hobiger, Musselman; Absent-Simmons; No-None; Abstained-Simmons *(absent for the 6/10/15 meeting).* — **Minutes** Motion #15.0909.3

There were no Commission comments. — Commission Comments

There were no Public comments. — Public Comments

There were no Hearings. — Hearings

PERSONNEL ITEMS

Dr. Spencer reported on (1) Coaches Hiring Process - Over the past several months, staff members at various high school sites, as well as Classified Personnel Dept. staff, have contributed to the development of a new and improved process for site level and Classified HR staff to follow in the hiring of walk-on coaches. A spreadsheet that was developed at Simi Valley High School has been enhanced and will be useful tool in not only identifying the steps in the hiring process, but will also be the mechanism by which the hiring process for any specific coach can be tracked. The hiring process for coaches is one in which the site staff members start the process, hand the ball off to the Classified HR Department, who in turn hands the ball back to the site staff members to finish the hiring process. Progress for each new coach with regard to the hiring — Director's Report

process is documented and monitored using the spreadsheet that is shared with everyone on Google Drive. Using the spreadsheet, anyone can know at any time what stage a coach is at in completing the hiring process.
(2) Hiring an additional HR Assistant II – An eligibility list has been developed for the classification of Human Resource Assistant II. The vacancy to be filled is in the Classified Human Resources office. This position is a 6 hours per day position, and the funding for the position is split equally with between the District and the PC. Interviews for this position will be held on Thursday, September 17. 2015.

Director's Report, continued

GENERAL ITEMS

On a motion by Ms. Musselman, seconded by Ms. Hobiger and carried, the Commission approved the new class description for District Registrar; by a vote of 3-0 as follows: Aye-Hobiger, Musselman, Simmons; Absent-None; No-None; Abstained-None.

District Registrar
Motion #15.0909.4

On a motion by Ms. Hobiger, seconded by Ms. Musselman and carried, the Commission approved the new class description for Systems Engineer; by a vote of 3-0 as follows: Aye-Hobiger, Musselman, Simmons; Absent-None; No-None; Abstained-None.

Systems Engineer
Motion # 15.0909.5

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

2015-2016 Budget Status

INFORMATION

Future Commission meeting dates were announced.

Meeting Calendar

Job opportunities were announced for: Accountant; Senior Administrative Assistant Confidential; Cafeteria Assistant; Cafeteria Services Specialist; Student Body Account Clerk II; Director of Purchasing Services; Human Resources Representative-Planning & Recruitment Confidential.

Job Opportunities

The Commission went into Closed Session at 6:15 PM, in accordance with provisions in Government Code Section 54957, Public Employment Matters: Performance Evaluation, Director of Classified Personnel.

CLOSED SESSION

The Commission return to Open Session at 6:44 PM and reported that no action was taken during Closed Session.

RETURN TO OPEN SESSION

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 6:45 P.M., by a vote of 3-0 as follows: Aye-Hobiger, Musselman, Simmons; Absent-none; No-none; Abstained-none.

ADJOURNMENT
Motion # 15.0909.6

Sherida Simmons, Chairperson

Kathryn Musselman, Vice-Chairperson

Kathleen Hobiger, Member