SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
SPECIAL MEETING MINUTES

May 31, 2018
6:00 P.M.
Meeting #834

District Offices-Board Room
101 W. Cochran Street
Simi Valley, CA 93065

Personnel Commission Members  
Lori Rhoades, Chairperson  
Sherida Simmons, Vice Chairperson  
Kathleen Hobiger, Member

Staff Members  
Sophia Crocker, Director of Classified Personnel  
Karen Burnside, Senior Administrative Assistant

Arrived  
6:00 PM

The meeting was called to order at 6:00 P.M. by Lori Rhoades, Chairperson.

The Flag Salute was led by Ms. Rhoades.

On a motion by Ms. Simmons, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Special Meeting Agenda as amended. 
Vote of 3-0: Aye: Hobiger, Rhoades, Simmons; No: None; Abstained: None.

On a motion by Ms. Simmons, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Consent Agenda as presented.
Vote of 3-1: Aye: Hobiger, Rhoades, Simmons; No: None; Abstained: None.

Call to Order
Flag Salute
Agenda
Motion # 18.531.1

Consent Agenda
Motion # 18.531.2

Minutes for 4/18/18
Motion #18.531.3

Minutes for 5/9/18
Motion #18.531.4

Commission Comments
Public Comments
Public Hearings

Director's Report

There were no Commission Comments.

There were no Public Comments.

There were no Public Hearings.

Ms. Crocker reported that (1) draft job descriptions have been sent to all employees and supervisors with the exception of the Paraeducator I Special Education group, which is our largest group (over 360 employees). The I.T. department is generating a report of their emails that will eliminate the manual aspect of sending the job descriptions to them. (2) Feedback is being shared with EMS. (3) After EMS provides the final draft job descriptions, Ms. Crocker will do a thorough review in anticipation of additional edits that will need to be made based on feedback received and observations of the company’s work. It is important that we ensure that our job descriptions are comprehensive and support the overall classification plan.
Minutes for Special Meeting, Thursday, May 31, 2018, continued

There was discussion regarding Ms. Crocker’s pending leave of absence and staff responsibility during her leave.

There were no general items for discussion.

Future Personnel Commission meeting dates were announced.

On a motion by Ms. Simmons, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 6:28 P.M.
Vote: 3-0: Aye: Hobiger, Rhoades, Simmons; No: None; Abstained: None.

Lori Rhoades, Chairperson

Sherida Simmons, Vice Chairperson

Kathleen Hobiger, Member

Director’s Leave of Absence - Discussion

General Items
(None)

Information Calendar

Adjournment
Motion # 18.531.5