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

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

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MINUTES

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
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.

Public Comments

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.

There were no Hearings.

Hearings
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 desserts. 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.

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.

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

Future Commission meeting dates were announced.

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.

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.

[Signatures]

Sherida Simmons, Chairperson

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

Kathleen Hobiger, Member