

# PLEASE POST

## SIMI VALLEY UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION AGENDA

Board Room  
101 W. Cochran Street  
Simi Valley, CA

April 12, 2023  
5:00 P.M.  
Meeting # 906

### Personnel Commission Members

Kathleen Hobiger, Chairperson  
Lori Rhoades, Vice Chairperson  
Sandy Handin, Member

### Staff Members

Ginan Henson, Director of Classified Personnel Services  
Irma Flynn, Senior Administrative Assistant

CALL TO ORDER

FLAG SALUTE

APPROVAL OF AGENDA/CONSENT AGENDA

- Agenda
- Consent Agenda

APPROVAL OF MINUTES – Regular Meeting March 15, 2023 – *Action*

COMMENT, PRESENTATIONS AND HEARINGS

- Commission Comments
- Public Comments (Regarding items not on the agenda)

PERSONNEL ITEMS

- Personnel Director's Report – *Information; Discussion*

GENERAL ITEMS

- 2022-2023 Budget Status – *Information; Discussion*
- 2023-2024 Personnel Commission Budget – First Reading – *Information; Discussion*
- Scheduling of the 2023-2024 Personnel Commission Budget Public Hearing – *Discussion; Action*
- Resolution in Honor of Classified School Employees Week, May 15-21, 2023 - *Action*

INFORMATION

- Calendar of Personnel Commission Meetings – *Information*
- Job Opportunities – *Information*

ITEMS FOR FUTURE CONSIDERATION

ADJOURNMENT



Ginan Henson, Director of Classified Personnel Services

Dated : April 6, 2023

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*Simi Valley Unified School District accommodates individuals with disabilities. Forty-eight (48) hours advance notice is required to meet special needs for public meetings. Upon written request, materials in alternative formats will be provided for individuals with disabilities. Please contact Classified Personnel Services, 805.306.4500, ext. 4062.*

SIMI VALLEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION – REGULAR MEETING  
MINUTES

Training Center  
101 W. Cochran St.  
Simi Valley, CA 93065

March 15, 2023  
5:00 P.M.  
Meeting # 905

Personnel Commission Members

Kathleen Hobiger, Chairperson  
Lori Rhoades, Vice Chairperson  
Sandy Handin, Member

Arrived

5:00 P.M.  
Absent  
5:00 P.M.

Staff Members

Ginan Henson, Director, Classified Personnel Services  
Irma Flynn, Senior Administrative Assistant

5:00 P.M  
5:00 P.M

The meeting was called to order at 5:00 P.M. by Kathleen Hobiger, Chairperson.

**Call to Order**

The flag salute was led by Ms. Hobiger.

**Flag Salute**

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Agenda, as amended.

**Agenda**  
Motion #23.0315.1

Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent- Rhoades.

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Consent Agenda, as amended.

**Consent Agenda**  
Motion #23.0315.2

Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Minutes of the Regular Meeting of February 22, 2023, as presented.

**Minutes**  
Motion #23.0315.3

Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

No comments.

Commission  
Comments

No comments.

Public Comments

Ms. Henson reported all three career fairs that the Classified Personnel Department participated in were well attended. Simi Valley Chamber of Commerce Job Fair had a lot of people and a few of the attendees have already applied for positions. CLU Career Fair had over 300 companies with VCOE, Conejo, Lompoc, Oxnard, Pleasant Valley, Santa Barbara, Santa Paula, Lancaster and Ventura Unified School Districts in attendance as well. Ms. Henson was able to meet with the Graduate Admission Directors to discuss a variety of topics. She also mentioned that the Classified Personnel Department completed CSESAP enrollment for 2023-2024 school year which is a great tool for employee retention. Extended School Year (ESY) recruitment is planned to start on upcoming Friday or Monday at the latest.

**Personnel Items**  
Director's Report

**General Items**

The 2022-2023 Budget was reviewed and discussed.

2022-2023 Budget  
Status

**Information**

Meeting Dates

Future Commission meeting dates were announced:

April 12, 2023.... May 3, 2023 ..... June 14, 2023..... 5:00 p.m. Board Room

Job Opportunities were announced for: Administrative Assistant; Administrative Services Assistant II; Benefit Plans Coordinator, Confidential; Plant Manager I; Maintenance Specialist, Electrician; Maintenance Technician; School Services Assistant III

Job Opportunities

**Future  
Consideration**

Waiting for the Adopted PC Budget form from VCOE for 2023-2024 Fiscal Year.

**Adjournment**

Motion #23.0315.4

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 5:45 p.m.

Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

\_\_\_\_\_  
Kathleen Hobiger, Chairperson

\_\_\_\_\_  
ABSENT  
Lori Rhoades, Vice Chairperson

\_\_\_\_\_  
Sandy Handin, Member

SIMI VALLEY UNIFIED SCHOOL DISTRICT  
**PERSONNEL COMMISSION**  
**ANNUAL BUDGET**  
**2023-24 FISCAL YEAR**

			<b>2022-23 Current Budget</b>	<b>2023-24 Proposed Budget</b>
<b>2000</b>	<b>CLASSIFIED SALARIES</b>			
	2300	Administrative Personnel	122,720	145,449
		Commission Members	2,700	3,000
	2400	Clerical & Other Office	207,861	264,892
	2900	Other		
<b>Subtotal</b>			<b>\$ 333,281</b>	<b>\$ 413,341</b>
<b>3000</b>	<b>EMPLOYEE BENEFITS</b>			
	3100	STRS	83,868	
	3200	PERS	25,497	110,792
	3300	OASDI & Medicare	124,080	25,541
	3400	Health & Welfare Benefits	1,667	120,924
	3500	SUI	9,165	225
	3600	Worker's Compensation	2,940	11,374
	3900	Other Benefits		2,400
<b>Subtotal</b>			<b>\$ 247,217</b>	<b>\$ 271,257</b>
<b>4000</b>	<b>SUPPLIES</b>			
	4300	Other Supplies	250	500
		Literature, Periodicals		
		Office Supplies	4,266	4,200
		Examinations Purchase		
		Printing & Forms	750	500
		Other	750	750
	4400	Non-Capitalized Equipment		
<b>Subtotal</b>			<b>\$ 6,016</b>	<b>\$ 5,950</b>

<sup>1</sup> Include only those expenditures directly attributable to the activities of the Commission and its employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the Personnel Director.

<sup>2</sup> Salaries for Commission members should not be included without prior and specific authorization by the Governing Board (*Education Code Section 45250*).

<sup>3</sup> Group medical benefits cannot be provided to former Personnel Commission members.

**SIMI VALLEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
ANNUAL BUDGET  
2023-24 FISCAL YEAR**

		2022-23 Current Budget	2023-24 Proposed Budget
<b>5000</b>	<b>SERVICES &amp; OTHER OPERATING EXPENSES</b>		
5200	<b>Travel &amp; Conference Expense</b>		
	Mileage (Local)	240	400
	Other		
	Conference	10,000	10,000
5300	<b>Dues &amp; Membership</b>	3,500	3,500
5500	<b>Utilities &amp; Operating Expenses</b>		
	Electricity		
	Heat		
	Water		
	Other		
5600	<b>Rentals, Leases &amp; Repairs</b>		
	Leasing of Equipment		
	Equipment Maintenance Contracts		
	Other		
5800	<b>Other Services &amp; Operating Expenses</b>		
	Advertising	3,000	5,000
	Salary Classification Surveys	6,484	6,000
	Physical Examination		
	Fingerprinting		
	Other Recruitment Expense	2,500	2,500
	Legal Expenses	50,000	50,000
	Contracted Testing	5,250	8,200
	Contracted Personnel Services	18,699	19,500
	Other	2,000	2,000
5900	<b>Communications</b>		
	Telephone/Fax		
	Postage	500	500
	Other		
<b>Subtotal</b>		<b>\$ 102,173</b>	<b>\$ 107,600</b>

**SIMI VALLEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
ANNUAL BUDGET  
2023-24 FISCAL YEAR**

		<b>2022-23 Current Budget</b>	<b>2023-24 Proposed Budget</b>
<b>6000</b>	<b>EQUIPMENT</b>		
6400	<b>New Equipment</b>		
	Office Furniture		
	Office Equipment		
	Other		
6500	<b>Equipment Replacement</b>		
<i>Subtotal</i>		<b>\$ 0</b>	<b>\$ 0</b>
<b>Total Budget Designated for Personnel Commission</b>		<b>\$ 688,687</b>	<b>\$ 798,147</b>

