

SIMI VALLEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION – REGULAR MEETING  
MINUTES

Board Room  
101 W. Cochran St.  
Simi Valley, CA 93065

July 13, 2022  
5:00 P.M.  
Meeting # 896

Personnel Commission Members

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

Arrived

5:00 P.M.  
5:00 P.M.  
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 Sandy Handin, Chairperson.

**Call to Order**

The flag salute was led by Ms. Handin.

**Flag Salute**

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

**Agenda**  
Motion #22.0713.1

Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent-None.

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

**Consent Agenda**  
Motion #22.0713.2

Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

On a motion by Ms. Hobiger, seconded by Ms. Rhodes and carried, the Personnel Commission approved the Minutes of the Regular Meeting of June 8, 2022, as presented.

**Minutes**  
Motion #22.0713.3

Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Ms. Hobiger mentioned the passing of Beverly Zeller, former Library Clerk II at Royal High School.

**Commission  
Comments**

No comments.

**Public Comments**

Ms. Henson reported that the Universal Transitional Kindergarten program created 22 Paraeducator, General Education positions. There were 6 vacancies still remaining (3 new positions in addition to the 3 vacancies). The recruitment process had yielded 9 new hires and some movement between classifications where employees took positions to join the UTK program. This lead to reopening recruitment for School Services Assistant II, Paraeducator, Spanish, Paraeducator I, Campus Supervisor classifications. Classified Personnel Department is currently processing new hires as substitutes so there will not be 40 employees coming in on the same day right before the start of the new school year that need to do orientation. Hiring signs have been ordered so we can have people start applying. Ms. Henson informed the Personnel Commission that one of the HR Assistant II's will be resigning at the end of the week. She also mentioned that the draft for Paraeducator Coordinator position was finished and a meeting with the Assistant Superintendent of Student Support Services was being scheduled.

**Personnel Items**  
Director's Report

On a motion by Ms. Rhodes, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Revision the Personnel Commission Rules Article 6 Section 6.60.1 C, as presented.

Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Revision of  
Personnel  
Commission Rules  
Article 6 Section  
6.60.1 C- Final  
Reading  
Motion #22.0713.4

On a motion by Ms. Hobiger, seconded by Ms. Rhodes and carried, the Personnel Commission approved the Realignment of Clerical Family Salary Structure, as presented.

Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Realignment of  
Clerical Family  
Salary Structure  
Motion #22.0713.5

The Commission met in Closed Session at 5:23p.m., in accordance with provisions in Government Code Section 54957, Public Employment Matters: Consider an Appointment of Senior Accounting Technician and Public Employment Matters-Consider an Appointment of Director, Information Technology.

**Closed Session**

The Commission returned to Open Session at 6:16pm.

Public Employment Matters: Consider an Appointment of Senior Accounting Technician. No action was taken in Closed Session.

Public Employment Matters-Consider an Appointment of Director, Information Technology. No action was taken in Closed Session.

The 2021-2022 Budget was reviewed and discussed.

**General Items**  
2021-2022 Budget  
Status

Future Commission meeting dates were announced:

August 17, 2022 ..... September 14, 2022..... October 19, 2022.....5:00 p.m. Board Room

**Information**  
Meeting Dates

Job Opportunities were announced for: Accounting Assistant II, Administrative Services Assistant II, Cafeteria Services Specialist, School Office Manager I, Senior Accountant, Transitional Assistant.

**Job Opportunities**

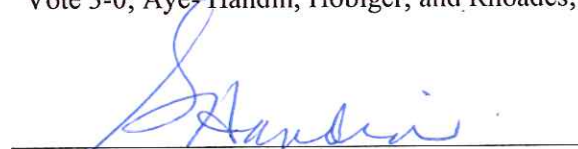
Personnel Commission requested that the Classified Personnel Department look into renaming Transitional Assistant classification. It was decided that there will not be a special meeting scheduled. Ms. Henson mentioned that the duties of the upcoming HR Assistant II vacancy will need to be discussed at a future meeting.

**Future  
Consideration**

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 6:26 p.m.

**Adjournment**  
Motion #22.0713.6

Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None,

  
Sandy Handin, Chairperson

  
Kathleen Hobiger, Vice Chairperson

  
Lori Rhoades, Member