SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

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

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

Personnel Commission Members
Sandy Handin, Chairperson
Kathleen Hobiger, Vice Chairperson
Lori Rhoades, Member
Arrived
5:00 P.M.

Staff Members
Ginan Henson, Director, Classified Personnel Services
Irma Flynn, Senior Administrative Assistant
5:00 P.M.

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

The flag salute was led by Ms. Handin.

Call to Order
Flag Salute

On a motion by Ms. Rhodes, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Agenda, as presented.
Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent-None.

Agenda
Motion #22.0713.1

On a motion by Ms. Rhodes, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Consent Agenda, as presented.
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Consent Agenda
Motion #22.0713.2

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

Minutes
Motion #22.0713.3

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 of 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.

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.

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.

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.

Future Commission meeting dates were announced:
August 17, 2022 ...... September 14, 2022....... October 19, 2022.......5:00 p.m. Board Room

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

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. Hensor mentioned that the duties of the upcoming IIR Assistant II vacancy will need to be discussed at a future meeting.

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 6:26 p.m.
Vote 3-0; Aye-Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None,

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