SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

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

June 8, 2022
5:00 P.M.
Meeting # 895

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

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

Agenda
On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commissio approved the Agenda, as presented. Motion #22.0608.1
Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent-None.

Consent Agenda
On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commissio approved the Consent Agenda, as presented. Motion #22.0608.2
Vote 3-0; Aye- Handin, Hobiger,and Rhoades; No-None; Abstained-None; Absent-None.

Minutes
On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Minutes of the Regular Meeting of May 11, 2022, as presented. Motion #22.0608.3
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Minutes of the Special Meeting of May 25, 2022, as presented. Motion #22.0608.4
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None

Ms. Hobiger mentioned the passing of Norma Compton, former Purchasing department employee. Commission Comments

Lynn Wood, from Hillside Middle School, thanked the commission for the recognition of Classified Week and had an inquiry in regards to how many hours the new Universal Transitional Kindergarten Paraeducator positions were. Public Comments

Personnel Items
Director's Report

Ms. Henson apprised the Personnel Commission that the adopted VCOE budget was received. Classified Personnel department is currently recruiting for some Director level positions; e.g., IT. Ms. Henson noted that recruitment for the Universal Transitional Kindergarten Paraeducator positions had been a success. Ms. Henson and a few other employees from Classified Personnel and Payroll departments had attended a Payroll Training offered by Ventura County Office of Education where she was able to converse with Personnel Directors from other districts and learned that they were facing a multitude of the same issues. The meeting with Student Support Services had gone well and the specific

assignments for 2022 Extended School Year would be emailed within the week. Classified Personnel department is still working on receiving quotes for recruiting signs with QR codes that can be placed at ESY (Extended School Year) and summer school campuses.

General Items

The 2021-2022 Budget was reviewed and discussed.

2021-2022 Budget Status

Ms. Henson presented the first reading of Revision of Personnel Commission Rules Article 6 Section 6.60.1 C which would make all regular permanent classified employee evaluations be due between March 15 and May 15 of each year. The CSPCA Recommended Personnel Policies and Procedures Manual for California School Merit Systems and Personnel Commission rules and/or CSEA agreements from seven local districts were reviewed in the development of the proposed revision.

Revision of Personnel Commission Rules Article 6 Section 6.60.1 C- First Reading

Ms. Henson presented the Realignment of Clerical Family Salary Structure. The Clerical Family classifications were reallocated to be in alignment.

Realignment of Clerical Family Salary Structure

Information

Future Commission meeting dates were announced:
July 13, 2022…….August 17, 2022 ……. September 14, 2022……..5:00 p.m. Board Room

Meeting Dates

Job Opportunities were announced for: Adult Education Instructional Assistant, Machine Shop; Cafeteria Services Specialist; Construction Planning Coordinator; Construction Project Manager (Bond); Cosmetology School Assistant; Director of Information Technology; Job Developer/ Coach.

Job Opportunities

Future Consideration

Ms. Henson stated she is working on having the job description completed for Student Support Coordinator which will be a high level clerical role and would like Certificated to be on the qualifying panel. She is waiting for Conejo Valley Unified School District to share the job description of a classification similar to Student Support Coordinator. The classification will most likely remain in Classified. Classified Personnel department is also working on a Job Developer position due to a WorkAbility program resignation.

Adjournment

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 5:48 P.M.

Motion #22.0608.5

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

Sandy Handin, Chairperson

Kathleen Hobiger, Vice Chairperson

L Rhoades

Lori Rhoades, Member