SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

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

March 16, 2022
5:00 P.M.
Meeting # 890

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.
Kimberley Battung, Senior Administrative Assistant	5:00 P.M.

Call to Order

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

Flag Salute

The flag salute was led by Ms. Handin.

Agenda

Motion #22.0316.1

On a motion by Ms. Rhoades, 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.

Consent Agenda

Motion #22.0316.2

On a motion by Ms. Rhoades, 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.

Minutes

Motion #22.0316.3

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Minutes of the Regular Meeting of February 9, 2022, as presented.
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Commission Comments

Ms. Hobiger mentioned the passing of Richard Behrens, former maintenance employee, and Dolores Hoaglund, former superintendent secretary. Ms. Rhoades expressed how much she enjoyed the conference and was grateful for the opportunity to attend.

Public Comments

Lynn Wood, from Hillside Middle School, spoke about transferring vendor insurance verification responsibility from the school sites to Risk Management. She mentioned a number of duties that used to be handled at the District Office that have now been passed down to the school sites. Ms. Wood also mentioned that due to fraud protection placed on bank accounts, those responsible for writing checks at the school sites are required to verify checks on their own time and without pay when school is not in session. Ms. Rhoades asked Ms. Wood for a list of new duties and their approximate effective dates. Ms. Henson asked Ms. Wood to send her an email with the issues, and she would discuss the situation with Jim Jarrard, Diane Wilkinson and B-Cabinet members.

Personnel Items

Director's Report

Ms. Henson stated the CSPCA conference was a wonderful and valuable experience. She is currently working on a potential Classified In-Service training and have it added to the Classified calendar. On March 11th, Classified employees were invited to attend a Certificated Professional Development Day presentation. Extended School Year applications were sent out today. Ms. Henson stated that a few employees were released for non-compliance of the COVID testing requirement.

Ms. Henson presented a draft of a classification specification revision and title change from Construction Project Manager (C4 Bond) to Construction Project Manager. She stated that the original job classification was associated with a specific bond measure, which is no longer applicable. The job classification description was presented in the new established format. On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Classification Specification Revision and Title Change from Construction Project Manager (C4 Bond) to Construction Project Manager, as presented.
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Classification Specification Revision and Title Change from Construction Project Manager (C4 Bond) to Construction Project Manager Motion #22.0316.4

The Commission met in Closed Session at 5:52 p.m., in accordance with provisions in Government Code Section 54957, Public Employment Matters: Public Employee Performance Evaluation – Director, Classified Personnel.

Closed Session

The Commission returned to Open Session at 6:21 p.m. During Closed Session, no action was taken.

General Items

Ms. Handin pointed out an item is missing from the budget report that needs to be added so it will balance.

2021-2022 Budget Status

Ms. Henson spoke about the staffing requirements for the new Universal Transitional Kindergarten program. Unsure at this time if additional adult in classroom will be a Paraeducator General Education, Child Care Assistant, or a new job classification.

Information and Discussion of Universal Transitional Kindergarten

Ms. Henson stated that at the CSPCA conference, it was recommended that Personnel Commissioners use a separate email from their personal email for PC business. It was agreed to have a school email address assigned.

Discussion of Personnel Commissioners' Email Addresses

Ms. Henson provided an excerpt from the February 9, 2022 Classified Personnel Report showing the amendments as requested at the January 12, 2022 Regular Meeting.

Information on Amended Section from February 9, 2022 Classified Personnel Report

Information

Future Commission meeting dates were announced:
April 13, 2022.....May 11, 2022.....June 8, 2022.....5:00 p.m. Board Room

Meeting Dates

Job Opportunities were announced for: Administrative Services Assistant II; Adult Education Instructional Assistant, Academic Skills; Construction Manager/Project Coordinator; Director, Safety and Risk Management; Job Developer/Coach; Library Assistant.

Job Opportunities

Future Consideration

There were no items for future consideration.

Adjournment
Motion #22.0316.5

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 6:41 P.M.
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