SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

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

February 9, 2022
5:00 P.M.
Meeting # 889

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.

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 Commission approved the Agenda, as presented. Motion #22.0209.1
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Consent Agenda
Ms. Hobiger, Ms. Rhoades and Ms. Handin asked for clarification regarding several Consent Agenda items. On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Consent Agenda, as presented and to be updated at the March Board Meeting. Motion #22.0209.2
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 January 12, 2022, as presented. Motion #22.0209.3
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 Special Meeting of January 26, 2022, as presented. Motion#22.0209.4
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Commission Comments
Ms. Hobiger mentioned the need to finalize the travel arrangements to and from the airport for the upcoming CSPCA Conference. It was agreed to discuss the specifics after the meeting.

Public Comments
Lynn Wood, from Hillside Middle School, asked about the Seniority Lists because her school site only has one. Kathryn Birdt from Justin Elementary School also stated that her school site only has one. Ms. Henson said that she would look into the issue. Ms. Henson stated that a Seniority Report is given to the school sites in July and is information as of June 30th. She explained that a new seniority report was recently created in January only to be used as preliminary data for the new lay-off procedures that mirrors Certificated Personnel and will not be sent to the school sites.

Personnel Items
Director's Report

Ms. Henson reported that she and Elaheh Hossain attended a position control training with Janice Carnahan in Certificated Personnel, the Director of Fiscal Services, the Payroll Supervisor and Carol Lovejoy. She mentioned that Human Resources currently is responsible for a great deal of position control, but they may consider making some changes to this process. Ms. Henson reported that the third phase of the Frontline/Escape integration will take place tomorrow and is going well. Ms. Henson reported that a special training is taking place on March 11th for the entire school district. Those not normally scheduled to work will be invited but not required to attend. Those in attendance will be paid. Ms. Henson stated that we will participate in the Simi Valley Street Fair in April. She is collecting questions and topics from her staff for CSPCA Conference to ensure she attends the right classes and obtains the information.

General Items
2021-2022
Budget Status

Ms. Handin approved of the "County Approved Budget" column. She recommended using this column when calculating balances. Ms. Henson stated that she is going to request additional funds for some categories due to the expansion in operating costs and the addition of new employees that will require training. Ms. Hobiger highly recommended the Merit Academy and mentioned the offering of Merit Academy Scholarships.

Information
Meeting Dates

Future Commission meeting dates were announced:
March 16, 2022…..April 13, 2022……May 11, 2022…….5:00 p.m. Board Room

Job Opportunities

Job Opportunities were announced for: Adult Education Instructional Assistant, Academic Skills; School Services Assistant I; School Services Assistant II; Senior Mechanic; Paraeducator – Visually Impaired.
Ms. Handin asked about the status of the posting for Director of Transportation position. Ms. Henson stated that the recruitment was delayed but should be posted soon.

Future Consideration

Ms. Rhoades stated that information was requested at the last Closed Session that is still pending.

Adjournment
Motion #22.0209.5

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 6:05 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