

# PLEASE POST

## SIMI VALLEY UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION AGENDA

Board Room  
101 W. Cochran Street  
Simi Valley, CA

January 12, 2022  
5:00 P.M.  
Meeting # 887

### Personnel Commission Members

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

### Staff Members

Ginan Henson, Director of Classified Personnel Services  
Kimberley Battung, Senior Administrative Assistant

### CALL TO ORDER

### FLAG SALUTE

### APPROVAL OF AGENDA/CONSENT AGENDA

- Agenda
- Consent Agenda

### APPROVAL OF MINUTES – Regular Meeting December 15, 2021 – *Action*

### COMMENT, PRESENTATIONS AND HEARINGS

- Commission Comments
- Public Comments (Regarding items not on the agenda)

### PERSONNEL ITEMS

- Personnel Director's Report – *Information; Discussion*

### CLOSED SESSION

- The Commission will convene in Closed Session in accordance with provisions in Government Code Section 54957, Public Employment Matters: Employment – Substitute Director of Information Technology.

### GENERAL ITEMS

- 2021-2022 Budget Status – *Information; Discussion*

### INFORMATION

- Calendar of Personnel Commission Meetings – *Information*
- Job Opportunities – *Information*

### ITEMS FOR FUTURE CONSIDERATION

### ADJOURNMENT

*Pursuant to Government Code Section 54957.5, any document, that is public record, and relates to an open session agenda item of a regular meeting of the PC, is available for public review at the Educational Service Center, Classified Personnel Services, 101 W. Cochran Street, Simi Valley, CA 93065.*

*Simi Valley Unified School District accommodates individuals with disabilities. Forty-eight (48) hours advance notice is required to meet special needs for public meetings. Upon written request, materials in alternative formats will be provided for individuals with disabilities. Please contact Classified Personnel Services, 805.306.4500, ext. 4062.*

SIMI VALLEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION – REGULAR MEETING  
MINUTES

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

December 15, 2021  
5:00 P.M.  
Meeting # 886

Personnel Commission Members

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

Arrived

5:00 P.M.  
5:00 P.M.  
5:00 P.M.

Staff Members

Ginan Henson, Director, Classified Personnel Services  
Kimberley Battung, Senior Administrative Assistant

5:00 P.M.  
5:00 P.M.

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

**Call to Order**

The flag salute was led by Ms. Rhoades.

**Flag Salute**

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

**Agenda**  
Motion #21.1215.1

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

**Consent Agenda**  
Motion #21.1215.2

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Minutes of the Regular Meeting of November 17, 2021, as presented.  
Vote 3-0; Aye- Rhoades, Handin, and Hobiger; No-None; Abstained-None; Absent-None.

**Minutes**  
Motion #21.1215.3

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Minutes of the Special Meeting of December 1, 2021, as presented.  
Vote 3-0; Aye- Rhoades, Handin, and Hobiger; No-None; Abstained-None; Absent-None.

**Minutes**  
Motion #21.1215.4

There were no commission comments.

Commission  
Comments

Lynn Wood wished everyone a good holiday.

Public Comments

Ms. Henson reported that Classified Personnel has been very busy meeting earlier deadlines caused by the holidays. She was pleased to announce that Human Resources would be fully staffed in January. Ms. Henson and Mr. Trimarchi are going to attend a big training day regarding Payroll changes due to the merger of Frontline and Escape. Ms. Henson explained the processes needed in order to finalize the updated salary ranges due to the minimum wage increase.

**Personnel Items**  
Director's Report

Ms. Henson presented a list of position that she recommends for continuous recruitment due to the constant need for permanent and substitute candidates as well as the frequency of holding recruitments in order to find qualified candidates. On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Request to Update Continuous Recruitment Position, as presented.  
Vote 3-0; Aye- Rhoades, Handin, and Hobiger; No-None; Abstained-None; Absent-None.

Request to Update  
Continuous  
Recruitment  
Positions  
Motion #21.1215.5

Ms. Henson mentioned that there seems to still be an issue with how a few line items within the Budget Report are displaying. She will work with Carol Lovejoy in Fiscal Services regarding the issues.

**General Items**  
2021-2022  
Budget Status

Ms. Henson reviewed the updated Salary Schedule for Exempt positions that are affected by the new Minimum Wage.

Exempt Salary  
Schedule (New  
Minimum Wage)

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission elected Ms. Handin as Chairperson of the Personnel Commission for a one-year term, to commence at the first meeting held in January 2022.  
Vote 3-0; Aye- Rhoades, Handin, and Hobiger; No-None; Abstained-None; Absent-None.

Annual Election of  
Officers –  
Chairperson  
Motion #21.1215.6

On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission elected Ms. Hobiger as Vice Chairperson of the Personnel Commission for a one-year term, to commence at the first meeting held in January 2022.  
Vote 3-0; Aye- Rhoades, Handin, and Hobiger; No-None; Abstained-None; Absent-None

Annual Election of  
Officers – Vice  
Chairperson  
Motion #21.1215.7

The Commissioners discussed the plans for the upcoming CSPCA Conference. It was decided to go forward with finalizing the arrangement to attend. All three commissioners and Ms. Henson will attend.

CSPCA Conference

Future Commission meeting dates were announced:  
January 12, 2022.....February 9, 2022.....March 9, 2022.....5:00 p.m. Board Room

**Information**  
Meeting Dates

Job Opportunities were announced for: Administrative Services Assistant II, Paraeducator, Payroll Specialist, and Library Technician.

Job Opportunities

Ms. Hobiger recommends changing the March 9, 2022 Commission meeting to March 16, 2022 due to the CSPCA Conference earlier that week.

**Future  
Consideration**

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 6:28 P.M.  
Vote 3-0; Aye- Rhoades, Handin, and Hobiger; No-None; Abstained-None; Absent-None

**Adjournment**  
Motion #21.1215.8

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Lori Rhoades, Chairperson

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Sandy Handin, Vice Chairperson

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Kathy Hobiger, Member



SVUSD Classified Personnel Services						
<b>PERSONNEL COMMISSION REPORT</b>						
<b>2021-2022 P.C. BUDGET</b>						
521, 530, and 540 Accounts						
				<b>Current Budget Status as of 12/31/2021</b>		
<b>(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo</b>	<b>Description</b>	<b>2021-2022 Approved Budget</b>	<b>Revised Budget</b>	<b>Encumbered</b>	<b>Expensed</b>	<b>Balance</b>
<b>530-0RET</b>	<b>RETIREE BENS</b>					
(176766) 010-3902-0000-0-0000-7490-165-530-0RET-0	OTH BENS Cls, Undistrib, Un	2,400.00	2,400.00		2,097.30	302.70
		<b>2,400.00</b>	<b>2,400.00</b>	<b>0.00</b>	<b>2,097.30</b>	<b>302.70</b>
<b>530-0257</b>	<b>PERSONNEL COMMISSIONERS SALARIES</b>					
(084564) 010-2302-0000-0-0000-7490-165-530-0257-0	Cls Supv HR	2,700.00	2,700.00		1,200.00	1,500.00
(111818) 010-3202-0000-0-0000-7490-165-530-0257-0			206.00-			206.00-
(087481) 010-3302-0000-0-0000-7490-165-530-0257-0	OASDI/Clas	207.00	169.00		42.23	126.77
(089153) 010-3402-0000-0-0000-7490-165-530-0257-0	H&W Clas	30,653.00	30,653.00	1,748.22	11,146.50	17,758.28
(090825) 010-3502-0000-0-0000-7490-165-530-0257-0	SUI Clas	34.00	34.00		6.00	28.00
(092497) 010-3602-0000-0-0000-7490-165-530-0257-0	WrkComp Clas	75.00	75.00		33.03	41.97
<b>Total for Optional 0257</b>		<b>33,669.00</b>	<b>33,425.00</b>	<b>1,748.22</b>	<b>12,427.76</b>	<b>19,249.02</b>
<b>530-0270</b>	<b>PERSONNEL COMMISSION STAFF OT</b>					
(084798) 010-2403-0000-0-0000-7490-165-530-0270-0	Off Sal OT	2,049.00	2,049.00		589.56	1,459.44
(111819) 010-3202-0000-0-0000-7490-165-530-0270-0	PERS/CLAS, UNDISTRIB/ UNR				23.79	23.79-
(087482) 010-3302-0000-0-0000-7490-165-530-0270-0	OASDI/Clas	157.00	157.00		45.09	111.91
(090826) 010-3502-0000-0-0000-7490-165-530-0270-0	SUI Class	26.00	26.00		2.94	23.06
(092498) 010-3602-0000-0-0000-7490-165-530-0270-0	WrkComp Clas	57.00	57.00		16.19	40.81
<b>Total for Optional 0270</b>		<b>2,289.00</b>	<b>2,289.00</b>	<b>.00</b>	<b>677.57</b>	<b>1,611.43</b>
<b>530-0271</b>	<b>OFFICE SUPPLIES</b>					
(095154) 010-4300-0000-0-0000-7490-165-530-0271-0	MATLS/SUPPS (includes equip <\$500)	1,200.00	1,200.00			1,200.00
<b>Total for Optional 0271</b>		<b>1,200.00</b>	<b>1,200.00</b>	<b>.00</b>	<b>.00</b>	<b>1,200.00</b>
<b>530-0276</b>	<b>CONTRACTED PERSONNEL SERVICES</b>					
(096913) 010-5800-0000-0-0000-7490-165-530-0276-0	PROF SRV	2,500.00	2,500.00		5,000.00	2,500.00-
(146152) 010-5897-0000-0-0000-7490-165-530-0276-0	ROYALTY/LICENSE	18,699.00	18,699.00		17,170.81	1,528.19
<b>Total for Optional 0276</b>		<b>21,199.00</b>	<b>21,199.00</b>	<b>.00</b>	<b>22,170.81</b>	<b>971.81-</b>
<b>530-0278</b>	<b>STAFF MILEAGE</b>					
(096542) 010-5200-0000-0-0000-7490-165-530-0278-0	TRAVEL/CONF	160.00	240.00		155.46	84.54
<b>Total for Optional 0278</b>		<b>160.00</b>	<b>240.00</b>	<b>.00</b>	<b>155.46</b>	<b>84.54</b>
<b>530-0279</b>	<b>ADVERTISING</b>					
(096914) 010-5800-0000-0-0000-7490-165-530-0279-0	PROF SRV	1,767.00	2,267.00		1,309.83	957.17
<b>Total for Optional 0279</b>		<b>1,767.00</b>	<b>2,267.00</b>	<b>.00</b>	<b>1,309.83</b>	<b>957.17</b>
<b>530-0284</b>	<b>DUES &amp; MEMBERSHIP</b>					
(096696) 010-5300-0000-0-0000-7490-165-530-0284-0	DUES/MEMB	3,007.00	3,007.00	40.00	1,300.00	1,667.00
<b>Total for Optional 0284</b>		<b>3,007.00</b>	<b>3,007.00</b>	<b>40.00</b>	<b>1,300.00</b>	<b>1,667.00</b>

SVUSD Classified Personnel Services						
<b>PERSONNEL COMMISSION REPORT</b>						
<b>2021-2022 P.C. BUDGET</b>						
521, 530, and 540 Accounts						
				<b>Current Budget Status as of 12/31/2021</b>		
<b>(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo</b>	<b>Description</b>	<b>2021-2022 Approved Budget</b>	<b>Revised Budget</b>	<b>Encumbered</b>	<b>Expensed</b>	<b>Balance</b>
<b>530-0286</b>	<b>EQUIPMENT &gt; \$500</b>					
(105916) 010-4300-0000-0-0000-7490-165-530-0286-0	MATLS/SUPP	1,266.00	1,266.00			1,266.00
<b>Total for Optional 0286</b>		<b>1,266.00</b>	<b>1,266.00</b>	<b>.00</b>	<b>.00</b>	<b>1,266.00</b>
<b>530-0669</b>	<b>TRAVEL &amp; CONFERENCE</b>					
(096544) 010-5200-0000-0-0000-7490-165-530-0669-0	TRAVEL/CONF	2,500.00	3,000.00	2,715.33	2,796.00	2,511.33-
(188580) 010-5800-0000-0-0000-7490-165-530-0669-0	PROF SRV,UNDISTRIB,UNREST	2,500.00	3,000.00	499.00	79.00	2,422.00
<b>Total for Optional 0669</b>		<b>5,000.00</b>	<b>6,000.00</b>	<b>3,214.33</b>	<b>2,875.00</b>	<b>89.33-</b>
<b>530-0BV5</b>	<b>POSTAGE</b>					
(100280) 010-5710-0000-0-0000-7490-165-530-0BV5-0	DIR COST TFRS, UNDISTRIB,	500.00	600.00			600.00
<b>Total for Optional 0BV5</b>		<b>500.00</b>	<b>600.00</b>	<b>.00</b>	<b>.00</b>	<b>600.00</b>
<b>530-0DER</b>	<b>CONSULTANTS</b>					
(096916) 010-5800-0000-0-0000-7490-165-530-0DER-0	PROF SRV, UNDISTRIB, UNRE	6,484.00	6,484.00			6,484.00
<b>Total for Optional 0DER and Expense accounts</b>		<b>6,484.00</b>	<b>6,484.00</b>	<b>.00</b>	<b>.00</b>	<b>6,484.00</b>
<b>530-0E92</b>	<b>DIRECTOR'S SALARY</b>					
(084552) 010-2301-0000-0-0000-7490-165-530-0E92-0	CLS SUPV/ADM MO, UNDISTRI	137,736.00	108,536.00	55,699.80	52,835.96	0.24
(190845) 010-2305-0000-0-0000-7490-165-530-0E92-0	CLS SUPB SUB, UNDISTRIB, UN		10,296.00		9,432.34	863.66
(111823) 010-3202-0000-0-0000-7490-165-530-0E92-0	PERS/CLAS, UNDISTRIB, UNR	1.00	9,273.00-	12,760.80	8,797.43	-30,831.23
(087486) 010-3302-0000-0-0000-7490-165-530-0E92-0	OASDI/CLS, UNDISTRIB, UNR		1,446.00-	4,261.02	4,763.50	-10,470.52
(089158) 010-3402-0000-0-0000-7490-165-530-0E92-0	H&W CLASS, UNDISTRIB, UNR	25,340.00	22,814.00	991.98	10,323.90	11,498.12
(090830) 010-3502-0000-0-0000-7490-165-530-0E92-0	SUI CLASS, UNDISTRIB, UNR	1.00	1,171.00-	278.52	239.15	-1,688.67
(092502) 010-3602-0000-0-0000-7490-165-530-0E92-0	WRK COMP CLS, UNDISTRIB,		520.00-	1,531.74	1,712.36	-3,764.10
(133554) 010-3752-0000-0-0000-7490-165-530-0E92-0	OPEB CLAS, UNDISTRIB, UNR	120.00	107.00	60.00	27.16	19.84
		<b>163,198.00</b>	<b>129,343.00</b>	<b>75,583.86</b>	<b>88,131.80</b>	<b>34,372.66-</b>
<b>530-0MWW</b>	<b>EMPLOYEE RECOGNITION</b>					
(095157) 010-4300-0000-0-0000-7490-165-530-0MWW-	MATLS/SUPPS	212.00	212.00			212.00
<b>Total for Optional 0MWW</b>		<b>212.00</b>	<b>212.00</b>	<b>.00</b>	<b>.00</b>	<b>212.00</b>
<b>530-0N55</b>	<b>PRINTING &amp; XEROX USAGE</b>					
(105602) 010-5710-0000-0-0000-7490-165-530-0N55-0	PRINT SHOP	750.00	650.00			650.00
<b>Total for Optional 0N55</b>		<b>750.00</b>	<b>650.00</b>	<b>.00</b>	<b>.00</b>	<b>650.00</b>
<b>530-0RFN</b>	<b>ATTORNEY FEES</b>					
(096917) 010-5899-0000-0-0000-7490-165-530-0RFN-0	ATTY FEES	50,000.00	49,420.00	19,572.50	427.50	29,420.00
<b>Total for Optional 0RFN</b>		<b>50,000.00</b>	<b>49,420.00</b>	<b>19,572.50</b>	<b>427.50</b>	<b>29,420.00</b>
<b>530-0W95</b>	<b>INTERVIEW PANEL EXPENSES</b>					
(105457) 010-4300-0000-0-0000-7490-165-530-0W95-0	MATLS/SUPPS	590.00	590.00		246.17	343.83
(096918) 010-5800-0000-0-0000-7490-165-530-0W95-0	PROF SRV - CONTRACTED SERV.	2,000.00	1,000.00		678.86	321.14
<b>Total for Optional 0W95</b>		<b>2,590.00</b>	<b>1,590.00</b>	<b>.00</b>	<b>925.03</b>	<b>664.97</b>

SVUSD Classified Personnel Services						
<b>PERSONNEL COMMISSION REPORT</b>						
<b>2021-2022 P.C. BUDGET</b>						
521, 530, and 540 Accounts						
				<b>Current Budget Status as of 12/31/2021</b>		
<b>(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo</b>	<b>Description</b>	<b>2021-2022 Approved Budget</b>	<b>Revised Budget</b>	<b>Encumbered</b>	<b>Expensed</b>	<b>Balance</b>
<b>530 - 0242</b>	<b>CONFIDENTIAL PC STAFF SALARIES</b>					
(084651) 010-2401-0000-0-0000-7490-165-530-0242-0	Off Sal Mo	69,198.00	135,698.00	66,311.46	69,904.15	517.61-
(111821) 010-3202-0000-0-0000-7490-165-530-0242-0	PERS/Clas	30,537.00	45,720.00	15,191.82	16,014.97	14,513.21
(087484) 010-3302-0000-0-0000-7490-165-530-0242-0	OASDI/Clas	10,197.00	15,274.00	5,072.76	5,338.08	4,863.16
(089156) 010-3402-0000-0-0000-7490-165-530-0242-0	H&W Clas	48,850.00	28,912.00	811.98	16,141.12	11,958.90
(090828) 010-3502-0000-0-0000-7490-165-530-0242-0	SUI Clas	1,640.00	1,467.00	331.62	348.91	786.47
(092500) 010-3602-0000-0-0000-7490-165-530-0242-0	Wrk Comp Clas	3,666.00	5,495.00	1,823.52	1,922.38	1,749.10
(133552) 010-3752-0000-0-0000-7490-165-530-0242-0	OPEB Clas (Oth Post Empl Benefits)	340.00	250.00	120.00	90.00	40.00
<b>Total for Optional 0242 and Expense accounts</b>		<b>164,428.00</b>	<b>232,816.00</b>	<b>89,663.16</b>	<b>109,759.61</b>	<b>33,393.23</b>
<b>530-0353</b>	<b>NON-CONFIDENTIAL PC STAFF SALARIES</b>					
(084652) 010-2401-0000-0-0000-7490-165-530-0353-0	OFF SAL MO, UNDISTRIB, UN	58,959.00	46,830.00	19,987.68	12,340.15	14,502.17
(111822) 010-3202-0000-0-0000-7490-165-530-0353-0	PERS/CLAS, UNDISTRIB, UNR	13,508.00	19,466.00	4,579.14	2,827.10	12,059.76
(087485) 010-3302-0000-0-0000-7490-165-530-0353-0	OASDI/CLS, UNDISTRIB, UNR	4,511.00	6,501.00	1,529.04	936.87	4,035.09
(089157) 010-3402-0000-0-0000-7490-165-530-0353-0	H&W CLASS, UNDISTRIB, UNR	13,052.00	22,116.00		2,288.82	19,827.18
(090829) 010-3502-0000-0-0000-7490-165-530-0353-0	SUI CLASS, UNDISTRIB, UNR	726.00	705.00	99.96	61.26	543.78
(092501) 010-3602-0000-0-0000-7490-165-530-0353-0	WRK COMP CLS, UNDISTRIB,	1,622.00	2,337.00	549.72	339.40	1,447.88
(133553) 010 3702 0000-0-0000-7490-165-530-0353-0	OPEB CLAS, UNDISTRIB, UNRES	180.00	180.00	60.00	30.00	90.00
<b>Total for Optional 0353 and Expense accounts</b>		<b>92,558.00</b>	<b>98,135.00</b>	<b>26,805.54</b>	<b>18,823.60</b>	<b>52,505.86</b>
<b>TOTAL</b>		<b>552,677.00</b>	<b>592,543.00</b>	<b>216,627.61</b>	<b>261,081.27</b>	<b>114,834.12</b>