SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

Board Room

October 13, 2021
5:00 P.M.
Meeting # 882

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

Staff Members	
Ginan Henson, Director, Classified Personnel Services	5:00 P.M.
Sallie Kleingarn, Senior Administrative Assistant	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 Lori Rhoades, Chairperson.

Flag Salute

The flag salute was led by Ms. Rhoades.

Agenda
Motion #21.1013.1

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, Hobiger; No-None; Abstained-None; Absent-None.

Consent Agenda
Motion #21.1013.2

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 Hobiger; No-None; Abstained-None; Absent-None.

Minutes
Motion #21.1013.3

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Commission approved the Minutes of the Regular Meeting of September 8, 2021, as presented. Vote 3-0: Aye – Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None.

Minutes
Motion #21.1013.4

On a motion by Ms. Handin, seconded by Ms. Hobinger and carried, the Commission approved the Minutes of the Special Meeting of October 4, 2021, as presented. Vote 3-0: Aye – Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None.

Commission Comments

Ms. Hobiger announced the passing of former classified employee Cheryl McGuire.

Public Comments

There were no public comments.

Personnel Items
Director's Report

Ms. Henson reported on the progress of filling vacancies; utilizing more substitutes than in the past; hiring for the new Human Resources Assistant II position; and introduced Kimberley Battung as the new Senior Administrative Assistant, Confidential. Ms. Henson stated she has been busy in her new role as Director.

General Items
2021-2022 Budget Status

Ms. Henson reported on the status of the current 2021-2022 Commission budget. She met with Carol Lovejoy to obtain an additional report for clarification of specific line items.

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the contract of Employment for Ginan Henson, Director of Classified Personnel Services as amended.

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

Approval of Contract of Employment for Ginan Henson, Director of Classified Personnel Motion #21.1013.5

Ms. Henson presented the classification specification revision and title change from Database Administrator to Data Systems Administrator. Ms, Rhoades voiced concern regarding the Classified Salary Schedule Range compared to the requirements of the position. Ms. Henson pointed out that experience in the IT field is vastly different now than compared to the past when previous positions were created. Access to classes much easier than before. On a motion by Ms. Hobiger, seconded by Ms. Hardin and carried, the Personnel Commission approved the classification specification revision and title change from Database Administrator to Data Systems Administrator.

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

Classification Specification Revision and Title Change from Database Administrator to Data Systems Administrator Motion #21.1013.6

Ms. Henson presented a comparison of the current Classified Salary Schedule Range for Certified Educational Sign Language Interpreter to neighboring districts. We are much lower than some and slightly better or the same as others. Ms. Henson offered to complete additional research to determine if advancing step placement might increase our ability to fill vacancies. On a motion by Ms. Hardin, seconded by Ms. Hobiger and carried, the Commission approved to Table the vote to request for Advanced Step Placement at Step 5 for Certified Educational Sign Language Interpreter.

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

Request for Advanced Step Placement at Step 5 for Certified Educational Sign Language Interpreter Motion #21.1013.7

Ms. Henson presented that currently there aren't any Counseling & Guidance Technicians in the district. Two candidates interviewed and were offered a position. Both declined. One said that it was due to low salary. Ms. Henson advised our Salary Schedule Range is similar to neighboring districts, but still having difficulty filling the positions. Discussion was held about including wording "up to". On a motion by Ms. Hobiger, seconded by Ms. Hardin and carried, the Commission approved the Request for Advanced Step Placement Up to Step 5 for Counseling & Guidance Technician, as amended.

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

Request for Advanced Step Placement for Counseling & Guidance Technician Motion #21.1013.8

Information

Future Commission meeting dates were announced:
November 17, 2021…December 15, 2021…January 12, 2022…5:00 p.m. Board Room

Meeting Dates

Job Opportunities were announced for: Accounting Assistant II; Administrative Assistant; Cafeteria Assistant; Construction Manager/Project Coordinator; Human Resources Assistan II; Job Developer/Coach; Library Technician; Paraeducator; Paraeducator – Spanish; Schoo Office Manager II; School Services Assistant II; Welding Program Shop Assistant

Job Opportunities

Future Consideration

Ms. Hobiger recommended the Personnel Commission meet with Ms. Henson to discuss her new role and their expectations. It was decided to hold a closed session Special Meeting on October 27, 2021 at 5:00 PM. It was also discussed that Ms. Henson would have the additional research regarding the Request for Advanced Step Placement at Step 5 for Certified Educational Sign Language Interpreter.

Adjournment

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 5:49 P.M. Motion #21.1013.9

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

Lori Rhoades, Chairperson

Sandy Handin, Vice Chairperson

Kathy Hobiger, Member