PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

August 18, 2021
5:00 P.M.
Meeting # 879

Personnel Commission Members

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

Staff Members

Ginan Henson, Interim Director of Classified Personnel Services
Sallie Kleingarn, Senior Administrative Assistant

CALL TO ORDER

FLAG SALUTE

APPROVAL OF AGENDA/CONSENT AGENDA

- Agenda
- Consent Agenda

APPROVAL OF MINUTES – Regular Meeting July 14, 2021 – *Action*
APPROVAL OF MINUTES – Special Meeting July 16, 2001 - *Action*

COMMENT, PRESENTATIONS AND HEARINGS

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

PERSONNEL ITEMS

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

GENERAL ITEMS

- 2020-2021 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

July 14, 2021
5:00 P.M.
Meeting # 877

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	
Sophia Crocker, Director, Classified Personnel Services	5:00 P.M.
Sallie Kleingarn, Senior Administrative Assistant	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**

Agenda
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. Motion #21.0714.1

Consent Agenda
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. Motion #21.0714.2

Minutes
On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Commission approved the Minutes of the Regular Meeting of June 9, 2021, as presented.
Vote 3-0: Aye – Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None. Motion #21.0714.3

Commission Comments

Ms. Hobiger mentioned the passing of former employee Larry Michaelson.

There were no public comments. Public Comments

Personnel Items
Director's Report

Ms. Crocker announced this will be her last meeting as she officially resigned effective 7/30/21. She thanked the Commission for everything; there are state funds being used for hiring RTI teachers and general ed. paraeducators to support teachers. We are currently recruiting for the paraeducators; another big project is revising the FTEs for some campus supervisors at the elementary sites.

General Items
2020-2021 Budget Status

Ms. Crocker reported on the status of the current 2020-2021 Commission budget.

Closed Session

At 5:11 p.m. the Personnel Commission met in Closed Session in accordance with provisions in Government Code Section 54957: Public Employment Matters – Performance Evaluation, Director of Classified Personnel Services. At 5:26 p.m. they returned to Open Session with no action taken in Closed Session.

Information
Meeting Dates

Future Commission meeting dates were announced:
August 18, 2021…September 8, 2021…….October 13, 2021…5:00 p.m...at the District Office.

Job Opportunities were announced for: Food Services Delivery Specialist; Health Services Assistant; Library Assistant; School Services Assistant III; Senior Administrative Assistant, Confidential; Warehouse and Distribution Specialist I

Job Opportunities

There were no items for future consideration.

Future Consideration

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 5:29 P.M.

Adjournment
Motion #21.0714.4

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

Lori Rhoades, Chairperson

Sandy Handin, Vice Chairperson

Kathleen Hobiger, Member

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
SPECIAL MEETING MINUTES

Board Room

July 16, 2021
5:00 P.M.
Meeting # 878

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	
Sophia Crocker, Director, Classified Personnel Services	5:00 P.M.
Sallie Kleingarn, Senior Administrative Assistant	5:00 P.M.

The meeting was called to order at 5:03 P.M. by Lori Rhoades, Chairperson. **Call to Order**

The flag salute was led by Ms. Rhoades. **Flag Salute**

Agenda

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. Motion #21.0716.1

Commission Comments

There were no commission comments.

There were no public comments. Public Comments

General Items

Ms. Crocker reviewed the general recruitment process to fill the Director position; job description is up to date; recruit with current description; tentative recruitment dates were discussed. Director, Classified Personnel Services Recruitment – Information; Discussion

Closed Session

The Commission met in Closed Session at 5:13 P.M., in accordance with provisions in Government Code Section 54957, Public Employment Matters: Interim Appointment – Director of Classified Personnel Services.

The Commission returned to Open Session at 5:31 P.M. No action was taken during Closed Session.

Adjournment

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 5:31 P.M. Vote 3-0: Aye- Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None Motion #21.0716.2

Lori Rhoades, Chairperson

Sandy Handin, Vice Chairperson

Kathleen Hobiger, Member

SVUSD Classified Personnel Services						
PERSONNEL COMMISION REPORT						
2021-2022 P.C. BUDGET						
521, 530, and 540 Accounts						
		2021-2022 Approved Budget	**Revised Budget**	**Current Budget Status as of 7/31/21**		
(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	**Description**			**Encumbered**	**Expensed**	**Balance**
521-0RET	**RETIREE BENS**					
(186977) 010-3902-0000-0-0000-7490-165-521-0RET-1	OTH BENS Cls, Undistrib, Un	2,400.00	2,400.00			
		2,400.00	**2,400.00**	**0.00**	**0.00**	**0.00**
530-0RET	**RETIREE BENS**					
(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
		2,400.00	**2,400.00**	**0.00**	**2,097.30**	**302.70**
530-0257	**PERSONNEL COMISSIONERS SALARIES**					
(084564) 010-2302-0000-0-0000-7490-165-530-0257-0	Cls Supv HR	2,700.00	2,700.00			2,700.00
(087481) 010-3302-0000-0-0000-7490-165-530-0257-0	OASDI/Clas	207.00	207.00			207.00
(089153) 010-3402-0000-0-0000-7490-165-530-0257-0	H&W Clas	30,653.00	30,653.00	20,435.25	1,857.75	8,360.00
(090825) 010-3502-0000-0-0000-7490-165-530-0257-0	SUI Clas	34.00	34.00			34.00
(092497) 010-3602-0000-0-0000-7490-165-530-0257-0	WrkComp Clas	75.00	75.00			75.00
Total for Optional 0257		**33,669.00**	**33,669.00**	**20,435.25**	**1,857.75**	**11,376.00**
530-0270	**PERSONNEL COMISSION STAFF OT**					
(084798) 010-2403-0000-0-0000-7490-165-530-0270-0	Off Sal OT	2,049.00	2,049.00			2,049.00
(087482) 010-3302-0000-0-0000-7490-165-530-0270-0	OASDI/Clas	157.00	157.00			157.00
(090826) 010-3502-0000-0-0000-7490-165-530-0270-0	SUI Class	26.00	26.00			26.00
(092498) 010-3602-0000-0-0000-7490-165-530-0270-0	WrkComp Clas	57.00	57.00			57.00
Total for Optional 0270		**2,289.00**	**2,289.00**	**.00**	**.00**	**2,289.00**
530-0271	**OFFICE SUPPLIES**					
(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
Total for Optional 0271		**1,200.00**	**1,200.00**	**.00**	**.00**	**1,200.00**
530-0276	**CONTRACTED PERSONNEL SERVICES**					
(096913) 010-5800-0000-0-0000-7490-165-530-0276-0	PROF SRV	2,500.00	2,500.00			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
Total for Optional 0276		**21,199.00**	**21,199.00**	**.00**	**17,170.81**	**4,028.19**
530-0278	**STAFF MILEAGE**					
(096542) 010-5200-0000-0-0000-7490-165-530-0278-0	TRAVEL/CONF	160.00	160.00		7.84	152.16
Total for Optional 0278		**160.00**	**160.00**	**.00**	**7.84**	**152.16**
530-0279	**ADVERTISING**					
(096914) 010-5800-0000-0-0000-7490-165-530-0279-0	PROF SRV	1,767.00	1,767.00		1,309.83	457.17
Total for Optional 0279		**1,767.00**	**1,767.00**	**.00**	**1,309.83**	**457.17**
530-0284	**DUES & MEMBERSHIP**					
(096696) 010-5300-0000-0-0000-7490-165-530-0284-0	DUES/MEMB	3,007.00	3,007.00		1,100.00	1,907.00

SVUSD Classified Personnel Services						
PERSONNEL COMMISION REPORT						
2021-2022 P.C. BUDGET						
521, 530, and 540 Accounts						
		2021-2022 Approved Budget	**Revised Budget**	**Current Budget Status as of 7/31/21**		
(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	**Description**			**Encumbered**	**Expensed**	**Balance**
Total for Optional 0284		**3,007.00**	**3,007.00**	**.00**	**1,100.00**	**1,907.00**

SVUSD Classified Personnel Services

PERSONNEL COMMISION REPORT

2021-2022 P.C. BUDGET

521, 530, and 540 Accounts

(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	Description	2021-2022 Approved Budget	Revised Budget	Current Budget Status as of 7/31/21		
				Encumbered	Expensed	Balance
530-0286	**EQUIPMENT > $500**					
(105916) 010-4300-0000-0-0000-7490-165-530-0286-0	MATLS/SUPP	1,266.00	1,266.00			1,266.00
Total for Optional 0286		**1,266.00**	**1,266.00**	**.00**	**.00**	**1,266.00**
530-0669	**TRAVEL & CONFERENCE**					
(096544) 010-5200-0000-0-0000-7490-165-530-0669-0	TRAVEL/CONF	2,500.00	2,500.00			2,500.00
(188580) 010-5800-0000-0-0000-7490-165-530-0669-0	PROF SRV,UNDISTRIB,UNREST	2,500.00	2,500.00	499.00		2,001.00
Total for Optional 0669		**5,000.00**	**5,000.00**	**499.00**	**.00**	**4,501.00**
530-0BV5	**POSTAGE**					
(100280) 010-5710-0000-0-0000-7490-165-530-0BV5-0	DIR COST TFRS, UNDISTRIB,	500.00	500.00			500.00
Total for Optional 0BV5		**500.00**	**500.00**	**.00**	**.00**	**500.00**
530-0DER	**CONSULTANTS**					
(096916) 010-5800-0000-0-0000-7490-165-530-0DER-0	PROF SRV, UNDISTRIB, UNRE	6,484.00	6,484.00			6,484.00
Total for Optional 0DER and Expense accounts		**6,484.00**	**6,484.00**	**.00**	**.00**	**6,484.00**
530-0E92	**DIRECTOR'S SALARY**					
(084552) 010-2301-0000-0-0000-7490-165-530-0E92-0	CLS SUPV/ADM MO, UNDISTRI	137,736.00	137,736.00	2,608.63	11,477.97	123,649.40
(190845) 010-2305-0000-0-0000-7490-165-530-0E92-0	CLS SUPB SUB, UNDISTRIB, UN				1,529.60	-1,529.60
(111823) 010-3202-0000-0-0000-7490-165-530-0E92-0	PERS/CLAS, UNDISTRIB, UNR	1.00	1.00	597.64	2,629.60	-3,226.24
(087486) 010-3302-0000-0-0000-7490-165-530-0E92-0	OASDI/CLS, UNDISTRIB, UNR			199.57	995.07	-1,194.64
(089158) 010-3402-0000-0-0000-7490-165-530-0E92-0	H&W CLASS, UNDISTRIB, UNR	25,340.00	25,340.00	2,171.62	2,171.62	20,996.76
(090830) 010-3502-0000-0-0000-7490-165-530-0E92-0	SUI CLASS, UNDISTRIB, UNR	1.00	1.00	13.04	65.03	-77.07
(092502) 010-3602-0000-0-0000-7490-165-530-0E92-0	WRK COMP CLS, UNDISTRIB,			71.74	357.70	-429.44
(133554) 010-3752-0000-0-0000-7490-165-530-0E92-0	OPEB CLAS, UNDISTRIB, UNR	120.00	120.00			120.00
		163,198.00	**163,198.00**	**5,662.24**	**19,226.59**	**138,309.17**
530-0MWW	**EMPLOYEE RECOGNITION**					
(095157) 010-4300-0000-0-0000-7490-165-530-0MWW-	MATLS/SUPPS	212.00	212.00			212.00
Total for Optional 0MWW		**212.00**	**212.00**	**.00**	**.00**	**212.00**
530-0N55	**PRINTING & XEROX USAGE**					
(105602) 010-5710-0000-0-0000-7490-165-530-0N55-0	PRINT SHOP	750.00	750.00			750.00
Total for Optional 0N55		**750.00**	**750.00**	**.00**	**.00**	**750.00**
530-0RFN	**ATTORNEY FEES**					
(096917) 010-5899-0000-0-0000-7490-165-530-0RFN-0	ATTY FEES	50,000.00	50,000.00	20,000.00		30,000.00
Total for Optional 0RFN		**50,000.00**	**50,000.00**	**20,000.00**	**.00**	**30,000.00**
530-0W95	**INTERVIEW PANEL EXPENSES**					
(105457) 010-4300-0000-0-0000-7490-165-530-0W95-0	MATLS/SUPPS	590.00	590.00		19.96	570.04
(096918) 010-5800-0000-0-0000-7490-165-530-0W95-0	PROF SRV - CONTRACTED SERV.	2,000.00	2,000.00		187.40	1,812.60
Total for Optional 0W95		**2,590.00**	**2,590.00**	**.00**	**207.36**	**2,382.64**

SVUSD Classified Personnel Services

PERSONNEL COMMISION REPORT

2021-2022 P.C. BUDGET

521, 530, and 540 Accounts

				Current Budget Status as of 7/31/21		
(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	**Description**	**2021-2022 Approved Budget**	**Revised Budget**	**Encumbered**	**Expensed**	**Balance**
530 - 0242	**CONFIDENTIAL PC STAFF SALARIES**					
(084651) 010-2401-0000-0-0000-7490-165-530-0242-0	Off Sal Mo	69,198.00	69,198.00	122,855.50	10,944.77	64,602.27-
(111821) 010-3202-0000-0-0000-7490-165-530-0242-0	PERS/Clas	30,537.00	30,537.00	28,146.14	2,507.44	116.58-
(087484) 010-3302-0000-0-0000-7490-165-530-0242-0	OASDI/Clas	10,197.00	10,197.00	9,372.14	834.88	10.02-
(089156) 010-3402-0000-0-0000-7490-165-530-0242-0	H&W Clas	48,850.00	48,850.00	32,579.17	2,934.47	13,336.36
(090828) 010-3502-0000-0-0000-7490-165-530-0242-0	SUI Clas	1,640.00	1,640.00	612.51	54.57	972.92
(092500) 010-3602-0000-0-0000-7490-165-530-0242-0	Wrk Comp Clas	3,666.00	3,666.00	3,378.46	300.98	13.44-
(133552) 010-3752-0000-0-0000-7490-165-530-0242-0	OPEB Clas (Oth Post Empl Benefits)	340.00	340.00	200.00		140.00
Total for Optional 0242 and Expense accounts		**164,428.00**	**164,428.00**	**197,143.92**	**17,577.11**	**50,293.03-**
530-0353	**NON-CONFIDENTIAL PC STAFF SALARIES**					
(084652) 010-2401-0000-0-0000-7490-165-530-0353-0	OFF SAL MO, UNDISTRIB, UN	58,959.00	58,959.00	19,121.89	1,702.64	38,134.47
(111822) 010-3202-0000-0-0000-7490-165-530-0353-0	PERS/CLAS, UNDISTRIB, UNR	13,508.00	13,508.00	4,380.77	390.07	8,737.16
(087485) 010-3302-0000-0-0000-7490-165-530-0353-0	OASDI/CLS, UNDISTRIB, UNR	4,511.00	4,511.00	1,449.71	129.06	2,932.23
(089157) 010-3402-0000-0-0000-7490-165-530-0353-0	H&W CLASS, UNDISTRIB, UNR	13,052.00	13,052.00	4,196.17	381.47	8,474.36
(090829) 010-3502-0000-0-0000-7490-165-530-0353-0	SUI CLASS, UNDISTRIB, UNR	726.00	726.00	94.79	8.44	622.77
(092501) 010-3602-0000-0-0000-7490-165-530-0353-0	WRK COMP CLS, UNDISTRIB,	1,622.00	1,622.00	525.93	46.83	1,049.24
(133553) 010 3702 0000-0-0000-7490-165-530-0353-0	OPEB CLAS, UNDISTRIB, UNRES	180.00	180.00	50.00		130.00
Total for Optional 0353 and Expense accounts		**92,558.00**	**92,558.00**	**29,819.26**	**2,658.51**	**60,080.23**
TOTAL		**552,677.00**	**552,677.00**	**273,559.67**	**63,213.10**	**215,904.23**