PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

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

Personnel Commission Members

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

Staff Members

Sophia Crocker, 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 June 9, 2021 – *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*

CLOSED SESSION

- The Personnel Commission will meet in Closed Session in Accordance With Provisions in Government Code Section 54957 – Public Employment Matters – Performance Evaluation, Director of Classified Personnel Services

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

Remote (via Zoom)

June 9, 2021
5:00 P.M.
Meeting # 876

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 #21.0609.1

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 #21.0609.2

Minutes
On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Commission approved the Minutes of the Regular Meeting of May 12, 2021, as presented.
Vote 3-0: Aye – Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None. Motion #21.0609.3

There were no commission comments. Commission Comments

There were no public comments. Public Comments

Personnel Items
Director's Report

Ms. Crocker congratulated all employees for successfully making it through the challenging school year; the Board approved the 2% salary schedule increase and the 4% off-schedule payment; currently there are 13 recruitments in progress; there are no new classification studies for the current fiscal year.

General Items
2020-2021 Budget Status

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

Classifications to Evaluate for Consideration of Removal of High School Diploma Requirement

At the request of the Personnel Commission, Ms. Crocker presented a preliminary list of represented classifications to be evaluated for consideration of removal of high school diploma requirement. Ms. Crocker will begin the evaluation process for future recommendations to the commission.

Ms. Crocker requested authorization to delete uncollectible accounts receivables from the General Fund. The $2,687.50 remains uncollectible and future attempts to recover the funds are unlikely to be successful.

Authorization to Delete Uncollectible Accounts Receivables Motion #21.0609.4

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

Due to scheduling conflicts within the commission, Ms. Crocker requested the August Personnel Commission meeting date be changed. The commissioners agreed to change the meeting date from August 11, 2021 to August 18, 2021.

Rescheduling of August Meeting Motion #21.0609.5

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

Closed Session

At 5:21 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 6:03 p.m. they returned to Open Session with no action taken in Closed Session.

Information

Future Commission meeting dates were announced:
July 14, 2021….August 18, 2021…5:00 p.m...at the District Office.

Meeting Dates

Job Opportunities were announced for: Adult Education Instructional Assistant, Academic Skills; Adult Education Instructional Assistant, ESL; Adult Education Instructional Assistant, Welding; School Office Manager I; School Services Assistant III

Job Opportunities

Future Consideration

There were no items for future consideration.

Adjournment

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 6:08 P.M.

Motion #21.0609.6

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

Current Classified Recruitments as of 7-8-21

Classification Title	Number of Vacancies	Vacancy Locations	Open Date	Closing Date	Type of Exam	T&E Completed By	Test Date	Structured Interview Date	Eligibility List Established By
Cafeteria Assistant	Multiple	Various	Continuous	7/2/2021	Multiple Choice Test	N/A	7/12/2021	N/A	7/14/2021
Cafeteria Services Specialist	1	Child Nutrition	6/21/2021	7/13/2021	Multiple Choice Test; Structured Interview	N/A	week of 7/19	week of 7/26	8/3/2021
Custodian	3	SICE; SVHS; White Oak El	6/2/2021	6/23/2021	Multiple Choice Test; Structured Interview	N/A	week of 7/5	week of 7/12	7/20/2021
Elementary Campus Supervisor	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Weekly (approximately)	N/A	Ongoing
Food Services Delivery Specialist	1	Child Nutrition	6/23/2021	7/15/2021	Multiple Choice Test; Structured Interview	N/A	week of 7/19	week of 7/26	8/3/2021
Groundskeeper	1	Simi Valley HS	6/2/2021	6/23/2021	Multiple Choice Test; Structured Interview	N/A	week of 7/5	week of 7/12	7/20/2021
Health Services Assistant	1	Valley View MS	6/23/2021	7/15/2021	Multiple Choice Test; Structured Interview	N/A	week of 7/19	week of 7/26	8/3/2021
Lead Groundskeeper	1	M&O	6/2/2021	6/23/2021	Multiple Choice Test; Structured Interview	N/A	week of 7/5	week of 7/12	7/20/2021
Library Assistant	1	Vista El	6/23/2021	7/15/2021	Multiple Choice Test; Structured Interview	N/A	week of 7/19	week of 7/26	8/3/2021
Paraeducator I, Special Education	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Weekly (approximately)	N/A	Ongoing
Paraeducator II, Special Education	1	JELA	6/4/2021	6/25/2021	Multiple Choice Test; Structured Interview	N/A	week of 6/28	7/12/2021	7/14/2021
Passenger Vehicle Driver	3	Student Safety & Transit	Continuous	7/9/2021	Structured Interview	N/A	N/A	7/19/2021	7/21/2021
Senior Administrative Assistant	0	N/A	7/8/2021	7/29/2021	Multiple Choice Test; Structured Interview	N/A	week of 8/2	week of 8/16	8/24/2021
School Services Assistant III	1	Santa Susana HS	7/8/2021	7/29/2021	Multiple Choice Test; Structured Interview	N/A	week of 8/2	week of 8/16	8/24/2021
Secondary Campus Supervisor	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Weekly (approximately)	N/A	Ongoing
Warehouse and Distribution Specialist I	1	Purchasing (Warehouse)	6/23/2021	7/15/2021	Multiple Choice Test; Structured Interview	N/A	week of 7/19	week of 7/26	8/3/2021

SVUSD Classified Personnel Services

PERSONNEL COMMISION REPORT

2020-2021 P.C. BUDGET

521, 530, and 540 Accounts

(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	Description	2020-2021 Approved Budget	Revised Budget	Current Budget Status as of 6/30/21		
				Encumbered	Expensed	Balance
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		2,233.20	166.80
		2,400.00	**2,400.00**	**0.00**	**2,233.20**	**166.80**
530-0257	**PERSONNEL COMISSIONERS SALARIES**					
(084564) 010-2302-0000-0-0000-7490-165-530-0257-0	Cls Supv HR	2,700.00	4,300.00		1,900.00	2,400.00
(111818) 010-3202-0000-0-0000-7490-165-530-0257-0	Pers/Clas Undistrib.Unres	616.00	616.00			616.00
(087481) 010-3302-0000-0-0000-7490-165-530-0257-0	OASDI/Clas	207.00	261.00		64.83	196.17
(089153) 010-3402-0000-0-0000-7490-165-530-0257-0	H&W Clas	30,653.00	31,355.00		21,668.78	9,686.22
(090825) 010-3502-0000-0-0000-7490-165-530-0257-0	SUI Clas	2.00	3.00		1.03	1.97
(092497) 010-3602-0000-0-0000-7490-165-530-0257-0	WrkComp Clas	81.00	125.00		52.33	72.67
Total for Optional 0257		**34,259.00**	**36,660.00**	**.00**	**23,686.97**	**12,973.03**
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		505.02	1,543.98
(111819) 010-3202-0000-0-0000-7490-165-530-0270-0	PERS/Clas	468.00	468.00		1.93	466.07
(087482) 010-3302-0000-0-0000-7490-165-530-0270-0	OASDI/Clas	157.00	157.00		36.32	120.68
(090826) 010-3502-0000-0-0000-7490-165-530-0270-0	SUI Class	2.00	2.00		.20	1.80
(092498) 010-3602-0000-0-0000-7490-165-530-0270-0	WrkComp Clas	67.00	61.00		13.90	47.10
Total for Optional 0270		**2,743.00**	**2,737.00**	**.00**	**557.37**	**2,179.63**
530-0271	**OFFICE SUPPLIES**					
(095154) 010-4300-0000-0-0000-7490-165-530-0271-0	MATLS/SUPPS (includes equip <$500)	1,200.00	1,044.00		258.61	785.39
Total for Optional 0271		**1,200.00**	**1,044.00**	**.00**	**258.61**	**785.39**
530-0276	**CONTRACTED PERSONNEL SERVICES**					
(096913) 010-5800-0000-0-0000-7490-165-530-0276-0	PROF SRV	4,750.00	2,500.00		2,550.00	50.00-
(146152) 010-5897-0000-0-0000-7490-165-530-0276-0	ROYALTY/LICENSE	15,576.00	18,700.00		18,698.88	1.12
Total for Optional 0276		**20,326.00**	**21,200.00**	**.00**	**21,248.88**	**48.88-**
530-0278	**STAFF MILEAGE**					
(096542) 010-5200-0000-0-0000-7490-165-530-0278-0	TRAVEL/CONF	160.00	160.00		69.48	90.52
Total for Optional 0278		**160.00**	**160.00**	**.00**	**69.48**	**90.52**
530-0279	**ADVERTISING**					
(096914) 010-5800-0000-0-0000-7490-165-530-0279-0	PROF SRV	1,767.00	1,767.00		983.60	783.40
Total for Optional 0279		**1,767.00**	**1,767.00**	**.00**	**983.60**	**783.40**
530-0284	**DUES & MEMBERSHIP**					
(096696) 010-5300-0000-0-0000-7490-165-530-0284-0	DUES/MEMB	3,007.00	3,007.00		1,005.00	2,002.00
Total for Optional 0284		**3,007.00**	**3,007.00**	**.00**	**1,005.00**	**2,002.00**

SVUSD Classified Personnel Services						
PERSONNEL COMMISION REPORT						
2020-2021 P.C. BUDGET						
521, 530, and 540 Accounts						
		2020-2021 Approved Budget	**Revised Budget**	**Current Budget Status as of 6/30/21**		
(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	**Description**			**Encumbered**	**Expensed**	**Balance**
530-0286	**EQUIPMENT > $500**					
(105916) 010-4300-0000-0-0000-7490-165-530-0286-0	MATLS/SUPP	1,266.00	860.00			860.00
Total for Optional 0286		**1,266.00**	**860.00**	**.00**	**.00**	**860.00**
530-0669	**TRAVEL & CONFERENCE**					
(096544) 010-5200-0000-0-0000-7490-165-530-0669-0	TRAVEL/CONF	5,000.00				
(188580) 010-5800-0000-0-0000-7490-165-530-0669-0	PROF SRV,UNDISTRIB,UNREST		5,000.00		2,405.00	2,595.00
Total for Optional 0669		**5,000.00**	**5,000.00**	**.00**	**2,405.00**	**2,595.00**
530-0BV5	**POSTAGE**					
(100280) 010-5710-0000-0-0000-7490-165-530-0BV5-0	DIR COST TFRS, UNDISTRIB,	500.00	344.00			344.00
Total for Optional 0BV5		**500.00**	**344.00**	**.00**	**.00**	**344.00**
530-0DER	**CONSULTANTS**					
(096916) 010-5800-0000-0-0000-7490-165-530-0DER-0	PROF SRV, UNDISTRIB, UNRE	6,484.00	6,484.00	4,899.75		1,584.25
Total for Optional 0DER and Expense accounts		**6,484.00**	**6,484.00**	**4,899.75**	**.00**	**1,584.25**
530-0E92	**DIRECTOR'S SALARY**					
(084552) 010-2301-0000-0-0000-7490-165-530-0E92-0	CLS SUPV/ADM MO, UNDISTRI	134,408.00	137,096.00		138,466.26	-1,370.26
(111823) 010-3202-0000-0-0000-7490-165-530-0E92-0	PERS/CLAS, UNDISTRIB, UNR	30,645.00	31,202.00		28,378.73	2,823.27
(087486) 010-3302-0000-0-0000-7490-165-530-0E92-0	OASDI/CLS, UNDISTRIB, UNR	10,283.00	10,489.00		10,592.68	-103.68
(089158) 010-3402-0000-0-0000-7490-165-530-0E92-0	H&W CLASS, UNDISTRIB, UNR	24,526.00	25,246.00		25,339.74	-93.74
(090830) 010-3502-0000-0-0000-7490-165-530-0E92-0	SUI CLASS, UNDISTRIB, UNR	68.00	70.00		69.27	0.73
(092502) 010-3602-0000-0-0000-7490-165-530-0E92-0	WRK COMP CLS, UNDISTRIB,	4,369.00	4,107.00		3,807.86	299.14
(133554) 010-3752-0000-0-0000-7490-165-530-0E92-0	OPEB CLAS, UNDISTRIB, UNR	360.00	160.00		100.00	60.00
		204,659.00	**208,370.00**	**.00**	**206,754.54**	**1,615.46**
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	594.00			594.00
Total for Optional 0N55		**750.00**	**594.00**	**.00**	**.00**	**594.00**
530-0RFN	**ATTORNEY FEES**					
(096917) 010-5899-0000-0-0000-7490-165-530-0RFN-0	ATTY FEES	50,000.00	50,000.00	12,897.50	7,102.50	30,000.00
Total for Optional 0RFN		**50,000.00**	**50,000.00**	**12,897.50**	**7,102.50**	**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		24.95	565.05
(096918) 010-5800-0000-0-0000-7490-165-530-0W95-0	PROF SRV - CONTRACTED SERV.	2,000.00	2,000.00		485.87	1,514.13
Total for Optional 0W95		**2,590.00**	**2,590.00**	**.00**	**510.82**	**2,079.18**
530 - 0242	**CONFIDENTIAL PC STAFF SALARIES**					

SVUSD Classified Personnel Services						
PERSONNEL COMMISION REPORT						
2020-2021 P.C. BUDGET						
521, 530, and 540 Accounts						
		2020-2021 Approved Budget	**Revised Budget**	**Current Budget Status as of 6/30/21**		
(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	**Description**			**Encumbered**	**Expensed**	**Balance**
(084651) 010-2401-0000-0-0000-7490-165-530-0242-0	Off Sal Mo	127,498.00	129,984.00		128,782.40	1,201.60
(111821) 010-3202-0000-0-0000-7490-165-530-0242-0	PERS/Clas	29,070.00	29,149.00		26,395.83	2,753.17
(087484) 010-3302-0000-0-0000-7490-165-530-0242-0	OASDI/Clas	9,754.00	9,944.00		9,823.12	120.88
(089156) 010-3402-0000-0-0000-7490-165-530-0242-0	H&W Clas	10,802.00	13,158.00		12,854.71	303.29
(090828) 010-3502-0000-0-0000-7490-165-530-0242-0	SUI Clas	64.00	66.00		64.24	1.76
(092500) 010-3602-0000-0-0000-7490-165-530-0242-0	Wrk Comp Clas	4,144.00	3,900.00		3,541.49	358.51
(133552) 010-3752-0000-0-0000-7490-165-530-0242-0	OPEB Clas (Oth Post Empl Benefits)	720.00	320.00		200.00	120.00
Total for Optional 0242 and Expense accounts		**182,052.00**	**186,521.00**	**0.00**	**181,661.79**	**4,859.21**
530-0353	**NON-CONFIDENTIAL PC STAFF SALARIES**					
(084652) 010-2401-0000-0-0000-7490-165-530-0353-0	OFF SAL MO, UNDISTRIB, UN	19,238.00	15,789.00		16,989.13	1,200.13-
(111822) 010-3202-0000-0-0000-7490-165-530-0353-0	PERS/CLAS, UNDISTRIB, UNR	4,387.00	3,539.00		3,318.75	220.25
(087485) 010-3302-0000-0-0000-7490-165-530-0353-0	OASDI/CLS, UNDISTRIB, UNR	1,472.00	1,204.00		1,294.94	90.94-
(089157) 010-3402-0000-0-0000-7490-165-530-0353-0	H&W CLASS, UNDISTRIB, UNR	10,000.00	11,526.00		1,525.84	10,000.16
(090829) 010-3502-0000-0-0000-7490-165-530-0353-0	SUI CLASS, UNDISTRIB, UNR	10.00	8.00		8.22	.22-
(092501) 010-3602-0000-0-0000-7490-165-530-0353-0	WRK COMP CLS, UNDISTRIB,	626.00	481.00		467.23	13.77
(133553) 010 3702 0000-0-0000-7490-165-530-0353-0	OPEB CLAS, UNDISTRIB, UNRES	180.00	70.00		40.03	29.97
Total for Optional 0353 and Expense accounts		**35,913.00**	**32,617.00**	**.00**	**23,644.14**	**8,972.86**
TOTAL		**555,288.00**	**562,567.00**	**17,797.25**	**472,121.90**	**72,647.85**