SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

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

October 22, 2025
5:00 P.M.
Meeting # 940

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
Irma Flynn, 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 #25.1022.1
Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent- None.

Consent Agenda
On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Consent Agenda, as presented. Motion #25.1022.2
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 September 17, 2025, as presented. Motion #25.1022.3
Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent- None.

Commission Comments
Ms. Hobiger inquired about mandatory annual trainings.

Public Comments
No comments.

Personnel Items
Director's Report
Ms. Henson discussed the Classified Personnel Department's progress in filling vacancies, the number of resignations, checking on eligibility list viability, Simi Valley Street Fair and SVUSD's participation as well as which classifications will be promoted. She also spoke about upcoming districtwide training on October 31, 2025, and what it would be focused on and that she is planning to attend CASBO Consortium at VCOE. She discussed upcoming interdepartmental meetings.

Request to Reclassify One Accounting Technician- Special Funds Position
Motion #25.1022.4
On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Request to Reclassify One Accounting Technician- Special Funds Position, as presented.
Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent- None.

2024-2025 Annual Report was reviewed.

2024-2025 Annual Report

General Items

The 2025-2026 Budget Status was reviewed and discussed.

2025-2026 Budget Status

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Revision of Classification Specification Technical Support Specialist I, as presented.
Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent- None.

Revision of Classification Specification Technical Support Specialist I Motion #25.1022.5

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Revision of Classification Specification Technical Support Specialist II, as presented.
Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent- None.

Revision of Classification Specification Technical Support Specialist II Motion #25.1022.6

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Revision of Classification Specification Technical Support Specialist III, as presented.
Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent- None.

Revision of Classification Specification Technical Support Specialist III Motion #25.1022.7

Information

Future Commission meeting dates were announced:
November 19, 2025 ..... December 17, 2025.....January 14, 2026.....5:00 p.m. Board Room

Meeting Dates

Maintenance Technician; School Office Manager I; Senior Mechanic; Student Body Bookkeeper Middle School.

Job Opportunities

Future Consideration

CSPCA Conference and Director Performance Evaluation form update.

Adjournment

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission adjourned the meeting at 6:00 P.M.
Vote 3-0; Aye-Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent- None.

Motion #25.1022.8

Sandy Handin, Chairperson

Kathleen Hobiger, Vice Chairperson

Lori Rhoades, Member