PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

NOTICE & AGENDA OF SPECIAL MEETING

NOTICE IS HEREBY GIVEN that a Special Meeting of the Personnel Commission will be held on:

DATE: Wednesday, October 14, 2026

TIME: 5:00 P.M.

PLACE: SVUSD Board Room, 101 W. Cochran Street, Simi Valley, CA

Personnel Commission Members	Staff Members
Lori Rhoades, Vice Chairperson	Ginan Henson, Director of Classified Personnel Services
Sandy Handin, Member	Irma Flynn, Sr. Administrative Assistant

THE PURPOSE OF THIS SPECIAL MEETING:

OPEN SESSION

CALL TO ORDER

FLAG SALUTE

APPROVAL OF AGENDA

COMMENT, PRESENTATIONS AND HEARINGS

- Commission Comments
- Public Comments (Agenda Items Only)

PERSONNEL ITEMS

- Personnel Commissioner Application Review and Interviews – *Discussion*
- Announcement of Joint Appointee to the Personnel Commission - *Action*

INFORMATION

ITEMS FOR FUTURE CONSIDERATION

ADJOURNMENT

Ginan Henson, Director of Classified Personnel Services Dated: October 12, 2026

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.

EMPLOYMENT APPLICATION



Simi Valley Schools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

SIMI VALLEY UNIFIED SCHOOL DISTRICT
101 W. Cochran Street
Simi Valley, California, 93065
805-306-4500
https://www.governmentjobs.com/careers/simivalleyusd

Smith, katharine A - Person ID: 68701388
26-PC-001 PERSONNEL COMMISSIONER

For Official Use Only:
QUAL:_____
DNQ:_____
□ Experience
□ Training
□ Other:_____

PERSONAL INFORMATION

POSITION TITLE: PERSONNEL COMMISSIONER	**EXAM ID#:** 26-PC-001
NAME: (Last, First, Middle) Smith, katharine A	**SOCIAL SECURITY NUMBER:**
ADDRESS: (Street, City, State/Province, Zip/Postal Code)	
HOME PHONE:	**ALTERNATE PHONE:**

PREFERENCES

Nothing Entered For This Section

EDUCATION

DATES:	**SCHOOL NAME:** Arizona State University	
LOCATION:(City, State) simi valley, California	**DID YOU GRADUATE?** ■ Yes□ No	**DEGREE RECEIVED:** Bachelor's
MAJOR: Bachelor		**UNITS COMPLETED:** 160 - Semester

WORK EXPERIENCE

DATES: From 4/2024 To Present	**EMPLOYER:** American Jewish University	**POSITION TITLE:** Sales & Event Manager
ADDRESS: (Street, City, State, Zip/Postal Code)		

DUTIES:
~Manage contracts, invoicing, deposits, accounts receivable, vendor payments, and financial documentation for more than 100 annual events while supporting budget tracking and expense management.
~Develop client proposals, event menus, pricing packages, service agreements, and compliance documentation, including Certificates of Insurance (COIs), waivers, and permits.
~Oversee event scheduling, client communications, logistics coordination, and cross-functional operations from initial booking through event completion, partnering with facilities, catering, housekeeping, and administrative teams.
~Implemented CRM, migrating operational processes from Excel to a centralized cloud-based platform and developing SOPs and training materials to improve efficiency and interdepartmental coordination.
~Increased event sales by 20% year-over-year through process improvements, operational efficiencies, and strategic client relationship management.

DATES: From 5/2020 To Present	**EMPLOYER:** D-mation	**POSITION TITLE:** Project Manager
ADDRESS: (Street, City, State, Zip/Postal Code)		

DUTIES:
~Manage multiple concurrent projects from initiation through completion, overseeing planning, budgeting, scheduling, stakeholder communication, and resource allocation.

~Coordinate project timelines, deliverables, and team activities to ensure successful project execution. Collaborate with clients, vendors, and internal stakeholders to define project requirements and maintain alignment throughout project lifecycles.

DATES:	EMPLOYER:	POSITION TITLE:
From 11/2014 To 5/2022	Starbucks	Barista
ADDRESS: (Street, City, State, Zip/Postal Code) Simi Valley, California		

DUTIES:
2014 - May 2022 ;

- Provided a genuine, welcoming, and knowledgeable environment that consistently created satisfied customers.

DATES:	EMPLOYER:	POSITION TITLE:
From 1/2012 To 11/2014	Ultimate Superfoods	Sales Team Lead
ADDRESS: (Street, City, State, Zip/Postal Code) Moorpark, California		

DUTIES:
Ultimate Superfoods Moorpark, CA -------
- Supervised sales team, developed growth strategies, and attended trade shows to increase brand exposure.
CORE COMPETENCIES & TECHNICAL SKILLS
~Project Management * Operations Management * Accounts Payable * Accounts Receivable * Contract Administration * Budget Tracking * Financial Recordkeeping * Process Improvement * CRM Administration * Vendor Management * Client Relationship Management * Event Operations * Scheduling & Logistics * SOP Development * Cross-Functional Collaboration * Customer Service

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Job Specific Supplemental Questions

Applicant Instructions Please answer all questions completely and accurately. Questions 1 through 5 are used to verify eligibility requirements for appointment to the Personnel Commission. Questions 6 through 8 will be provided to the appointing Commissioners for consideration in evaluating each applicant's qualifications, experience, and interest in serving as a Personnel Commissioner. Please be specific and provide examples where appropriate. Do you currently reside within the district boundaries of the Simi Valley Unified School District?
1. Yes

If yes, how long have you resided within the boundaries of the Simi Valley Unified School District? (Optional)*
2.

Are you currently registered to vote in California?
3. Yes

Are you currently employed by Simi Valley Unified School District?
4. NO

If you are currently employed by Simi Valley Unified School District, do you understand that, if appointed, you must separate from District employment before assuming office as a Personnel Commissioner?
5. Not Applicable

Responses to Questions 6 through 8 will be used by the appointing Commissioners to evaluate each applicant's qualifications and interest in serving as a Personnel Commissioner. Please describe any civic, community, board, commission, committee, volunteer, or youth-related experience that you believe has prepared you to serve as a Personnel Commissioner. Include the organization, your role, dates of service, and a brief description of your contributions.
6. PTA 2020-2025

Education Code 45244 requires that a Personnel Commissioner be a "known adherent to the principle of the merit system." Please describe your understanding of the Merit System and explain how your professional, volunteer, community, or leadership experiences demonstrate your commitment to merit-based employment practices, including employment, retention, promotion, fairness, impartiality, and equal opportunity
7. Those with the most qualified skills proceed

Why are you interested in serving as a Joint Appointee Commissioner for the Simi Valley Unified School District Personnel Commission, and what qualities, experiences, or perspectives would you bring to the role
8. School Success

I certify that the information provided in this application and supplemental questionnaire is true and complete to the best of my knowledge. Applicant Signature:
9. Katharine Smith

EMPLOYMENT APPLICATION



SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

SIMI VALLEY UNIFIED SCHOOL DISTRICT
101 W. Cochran Street
Simi Valley, California, 93065
805-306-4500
https://www.governmentjobs.com/careers/simivalleyusd

Espinoza, Star Barbara - Person ID: 69292686
26-PC-001 PERSONNEL COMMISSIONER

For Official Use Only:
QUAL:_____
DNQ:_____
□ Experience
□ Training
□ Other:_____

PERSONAL INFORMATION

POSITION TITLE: PERSONNEL COMMISSIONER	**EXAM ID#:** 26-PC-001
NAME: (Last, First, Middle) Espinoza, Star Barbara	**SOCIAL SECURITY NUMBER:**
ADDRESS: (Street, City, State/Province, Zip/Postal Code)	
HOME PHONE:	**ALTERNATE PHONE:**

What is your highest level of education?
Some College

PREFERENCES

Nothing Entered For This Section

EDUCATION

DATES:	**SCHOOL NAME:** Moorpark College	
LOCATION:(City, State) Moorpark, California	**DID YOU GRADUATE?** ■ Yes□ No	**DEGREE RECEIVED:** Vocational
MAJOR: Bookkeeping		**UNITS COMPLETED:** 4 - Quarter

WORK EXPERIENCE

DATES: From 7/1999 To 12/2018	**EMPLOYER:** SVUSD	**POSITION TITLE:** Administrative Executive to the Supt.
ADDRESS: (Street, City, State, Zip/Postal Code) Simi Valley, California, 93065		**COMPANY URL:** www.simivalleyusd.org
PHONE NUMBER: 8053064500	**SUPERVISOR:** Dr Jason Peplinski - Superintendent	**MAY WE CONTACT THIS EMPLOYER?** ■ Yes□ No
HOURS PER WEEK: 40	**# OF EMPLOYEES SUPERVISED:**	

DUTIES:
1999-Simi High School-ASB Clerk/Registrar-hired by Dr Stephen Petrolong
2000-District office-Risk Mgmt Clerk 2-hired by Jaren Longobart
2000-District-Elementary Education Adm Asst-hired by Becky Wetzel, last Director Ron Todo
2008-2018-Executive Asst to Superintendent-Dr Scroggin, moved to new offices with Dr Peplinski

CERTIFICATES AND LICENSES

Nothing Entered For This Section

SKILLS

OFFICE SKILLS:
Typing:
Data Entry:

OTHER SKILLS:

LANGUAGE(S):
English : Speak , Read , Write

ADDITIONAL INFORMATION

Personal
I loved working with all co workers while being a classified employee for the 19 years. I had great supervisors that shared their expertise in all aspects of my educational career.

Before 1999. I worked for the Wickes Corporation 1972-1983 in Minnesota and California. Clerical, cash and sales reconciliation, computer trainer, and warehouse mgr.

1983-1999-I worked for the owners multiple limited liability oil and gas partnerships, reconciling their balance sheets, in Los Angeles and Simi Valley

Job Specific Supplemental Questions

1. **Applicant Instructions Please answer all questions completely and accurately. Questions 1 through 5 are used to verify eligibility requirements for appointment to the Personnel Commission. Questions 6 through 8 will be provided to the appointing Commissioners for consideration in evaluating each applicant's qualifications, experience, and interest in serving as a Personnel Commissioner. Please be specific and provide examples where appropriate. Do you currently reside within the district boundaries of the Simi Valley Unified School District?**
   Yes
2. **If yes, how long have you resided within the boundaries of the Simi Valley Unified School District? (Optional)***
   44 years
3. **Are you currently registered to vote in California?**
   Yes
4. **Are you currently employed by Simi Valley Unified School District?**
   NO
5. **If you are currently employed by Simi Valley Unified School District, do you understand that, if appointed, you must separate from District employment before assuming office as a Personnel Commissioner?**
   Not Applicable
6. **Responses to Questions 6 through 8 will be used by the appointing Commissioners to evaluate each applicant's qualifications and interest in serving as a Personnel Commissioner. Please describe any civic, community, board, commission, committee, volunteer, or youth-related experience that you believe has prepared you to serve as a Personnel Commissioner. Include the organization, your role, dates of service, and a brief description of your contributions.**
   Simi Valley Community Member Retired SVUSD employee (1999-2018) Friends and family continue to work for SVUSD Children and now children attended/attend SVUSD. I volunteered at Hollow Hills with Principal Rumble for Kindergarten. Having worked in a few different positions I understand the needs of principals, parents, and students, and most importantly that employees follow professional skills and attitude that represents the needs of the district.
7. **Education Code 45244 requires that a Personnel Commissioner be a "known adherent to the principle of the merit system." Please describe your understanding of the Merit System and explain how your professional, volunteer, community, or leadership experiences demonstrate your commitment to merit-based employment practices, including employment, retention, promotion, fairness, impartiality, and equal opportunity**
   The Merit system has been used ever since I was taking tests for promotions within SVUSD. It's very important that the tests allow applicants to share their skills and knowledge, so that the supervisors can interview the best candidates for the open position.
8. **Why are you interested in serving as a Joint Appointee Commissioner for the Simi Valley Unified School District Personnel Commission, and what qualities, experiences, or perspectives would you bring to the role**
   I would love to continue to contribute to the school district. I have worked multiple positions and with multiple Principals, Directors, Superintendents, and Union representatives. I think zi have an open mind and work well with others.
9. **I certify that the information provided in this application and supplemental questionnaire is true and complete to the best of my knowledge. Applicant Signature:**
   Starlie Espinoza