



Simi Valley Unified School District

From Incremental Improvements to Comprehensive Solutions with Workflow Automation

Overview of Simi Valley Unified School District

Simi Valley Unified School District (USD) is one of the largest districts in Ventura County, serving over **15,000 students** and **600 teachers and staff**. The district, a recipient of the Golden Bell Award for equity and access, promises "to inspire each and every student to succeed in school, career, and life."

Since 2014, Ron Todo has been the Associate Superintendent of Business and Facilities at Simi Valley USD. As a district leader, Mr. Todo wants to provide the best outcomes for students and employees. With a large community to serve, it can be challenging to keep processes moving efficiently.

Accountability has been a key focus for Mr. Todo, ensuring that staff follow through on tasks and deadlines while maintaining transparency in district operations.

Simi Valley USD has digitized over 30 district processes across several departments, including Mileage Reimbursements, Field Trip Requests, and Employee Onboarding. However, the district's journey to transform its internal processes began with the Request for Personnel process.

**"We needed
a workflow solution for
accountability."**

Ron Todo, Associate Superintendent
of Business and Facilities



Transforming the Request for Personnel Process

The speed and efficiency of the Request for Personnel (RFP) process is integral to keeping daily operations running at the district. Designed to quickly fill positions for various situations, including substitutes, permanent roles, vacancies, and staffing for student-facing extracurriculars, the process would quickly become cumbersome given the many different signatures needed for approval.

During peak times, often around the beginning and end of the school year, the Human Resources department could receive hundreds of requests from any one of the dozens of school sites or departments.

After secretaries would submit RFPs for their department or site, it was unclear how long the request would take to approve. The district often relied on inter-office envelopes or emails to get requests to the correct approver for signature, creating the perfect opportunity for bottlenecks.

Clarity through Digital Processes

After digitizing the RFP process, there was a clear, positive difference in the speed at which the district could process requests.

Digitizing the Request for Personnel process provided clarity previously unavailable to the Human Resources department. Timestamped signatures and submissions made it simple for the Human Resources department to hold employees accountable for meeting deadlines.

“The transition from paper to digital allows you to clean up your processes.”

Cassie Meehan, Senior Administrative Assistant



Digitization of Workflows

Request for Personnel

- Adopted across all school sites
- Multiple signatures and approvals
- Internal controls restrict which fields are accessible by initiators and approvers

Through personalized consultation with their dedicated Informed K12 Implementation Manager, they utilized key features to maximize the benefits of digitalization even further. Senior Administrative Assistant Cassie Meehan now uses routing questions *"to streamline the process and get the form to the correct approver."*



SimiValley Schools

SIMI VALLEY UNIFIED SCHOOL DISTRICT

REQUEST FOR PERSONNEL

CLASSIFIED

REQUESTOR TO COMPLETE	NEW HIRE _____	CALENDAR _____	RFP TYPE: _____	REQUESTOR _____
	EMPLOYEE NAME _____			ID#: _____
	LOCATION #1 _____		TYPE OF POSITION _____	
	LOCATION #2 _____		STATUS OF POSITION _____	
	CLASSIFICATION _____		POSITION # _____	# HRS _____ NTE _____
	START DATE _____	END DATE _____	START TIME _____	END TIME _____ LENGTH OF ASSIGNMENT _____
	REASON FOR REQUEST _____			
	ACCOUNT #1 _____	ALIAS _____ %	SOURCE _____	Budget Coder Initial _____
	ACCOUNT #2 _____	ALIAS _____ %	SOURCE _____	Budget Coder Initial _____
	BUDGET APPROVAL INITIAL – SITE/DEPT _____ DO - ED SERVICES _____ DO - PERSONNEL _____ DO - STUDENT SUPPORT _____			
Additional Comments: _____				
PERSONNEL	SALARY _____		EFFECTIVE DATE _____	
	RANGE/STEP _____	DAILY RATE _____	HOURLY _____	STIPEND _____ Personnel Initial _____
APPROVAL	SIGNATURE—PRINCIPAL/DEPT HEAD _____		DATE _____	
	SIGNATURE—DIRECTOR _____		DATE _____	
	SIGNATURE—PERSONNEL _____		DATE _____	
LAST NAME:		FIRST NAME:		BOARD DATE:

*IF RFP IS FOR MULTIPLE EMPLOYEES, YOU MUST ATTACH RFP LIST (EXCEL).

Classified RFP Workflow

1

Site or Department Secretary
Employee Information

2

Site or Dept. Supervisor
Approve and Initial

3

Ed or Student Support Services
Approve and Initial

4

Personnel Account Review
Salary Information

5

Director of Classified Personnel
Approve and Sign

6

Payroll
Enter into Payroll System



SimiValley Schools

SIMI VALLEY UNIFIED SCHOOL DISTRICT

REQUEST FOR PERSONNEL

CLASSIFIED

1

REQUESTOR TO COMPLETE

NEW HIRE _____ CALENDAR _____ RFP TYPE: _____ REQUESTOR _____

EMPLOYEE NAME _____ ID#: _____

LOCATION #1 _____ TYPE OF POSITION _____

LOCATION #2 _____ STATUS OF POSITION _____

CLASSIFICATION _____ POSITION # _____ # HRS _____ NTE _____

START DATE _____ END DATE _____ START TIME _____ END TIME _____ LENGTH OF ASSIGNMENT _____

REASON FOR REQUEST _____

ACCOUNT #1 _____ ALIAS _____ % _____ SOURCE _____

ACCOUNT #2 _____ SOURCE _____

BUDGET APPROVAL INITIAL – SITE/DEPT _____ DO - ED SERVICES _____ DO - PERSONNEL _____ DO - STUDENT SUPPORT _____

Additional Comments: _____

PERSONNEL

4 _____ EFFECTIVE DATE _____

RANGE/STEP _____ DAILY RATE _____ STIPEND _____

Personnel Initial _____

APPROVAL

SIGNATURE—PRINCIPAL/DEPT HEAD _____ DATE _____

SIGNATURE—DIRECTOR _____ DATE _____

SIGNATURE—PERSONNEL _____ DATE _____

LAST NAME: _____ FIRST NAME: _____ BOARD DATE: _____

*IF RFP IS FOR MULTIPLE EMPLOYEES, YOU MUST ATTACH RFP LIST (EXCEL).

A Whole District Solution

The success of the initial implementation of the digital RFP process then became a catalyst to begin adopting Informed K12 as a district-wide solution. The team moved to another important district process, Intent to Return. The process is simple in thought but mired with delays.

The impact after digitizing the Intent to Return process was substantial. Previously, it would take days, if not weeks, to receive the majority of Intent to Return forms from employees after sending them through the mail.

The district received 60% of its Intent to Return forms within 48 hours and 83% within the first week. It was abundantly clear to Mr. Todo that workflow automation could improve operational inefficiencies across the district.

Collaboration with Multiple Departments

Simi Valley USD took a collaborative approach by involving key stakeholders from various departments – such as HR, Business Operations, and IT – during the planning phase.

Each department identified pain points within its workflows and processes that needed improvement. This allowed the district to prioritize high-impact processes and ensure the solution was comprehensive rather than siloed.

The collaborative, prioritized approach increased support from teachers and staff for the change in how district processes were managed.

“Much better than completing the info on a card, making the info easy to retrieve.”

- Employee Emergency Information

“Love it all around!”

- New Hire Packet - Certificated Substitute

“Fast and easy to complete.”

- Personal Vehicle Use Form

“The form was easy to follow, sign, submit, and print.”

- Frontline Absence Management Notification

“Love these new forms. Saves a lot of time.”

- Field Trip Request

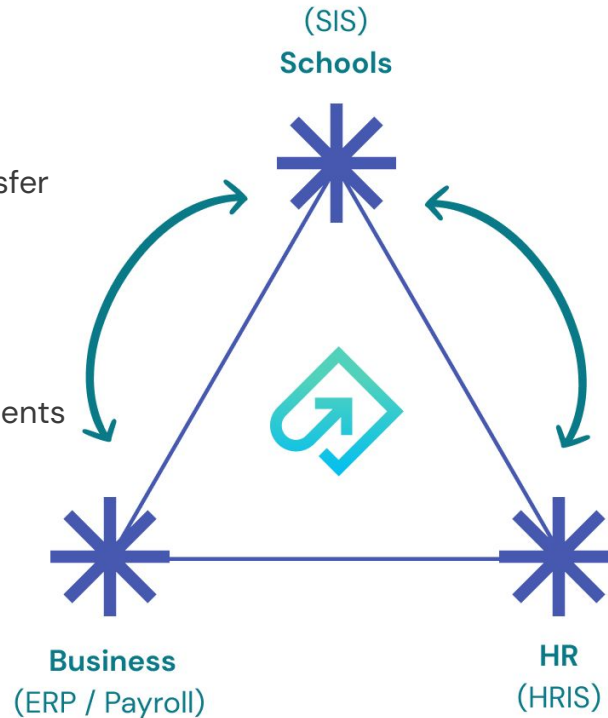
Transformed District Operations

Without losing sight of the approval of teachers and staff, digitized processes have brought improved efficiencies for the district.

Simi Valley USD's improvements in speed and efficiency for its Request for Personnel process is only one example of how Informed K12 transforms district operations. Tangible success is momentous for Mr. Todo, but so is improving the "customer" experience for district employees.

"We try to offer the best customer service to tackle the problem," Mr. Todo states. "When you have a system like Informed K12 where you can identify the issue, the customer service can happen a lot faster."

- Budget Transfer
- Request for Overtime
- Mileage Reimbursements
- Field Trip Requests



- RFP
- Onboarding Packets
- Emergency Contact
- Intent to Return