



PERSONNEL COMMISSION
AGENDA OF REGULAR MEETING
Wednesday, February 09, 2022 - 5:30 P.M.
37230 37th Street East, Room 125
Palmdale, CA 93550

The Personnel Commission is committed to public input and participation in Personnel Commission meetings in a manner that is consistent with guidance provided by our county public health official. Anyone attending the meeting in person (limited capacity) will be required to wear a face covering for the duration of the meeting until otherwise advised.

In compliance with the American with Disabilities Act, if special assistance is required to participate in this meeting, contact the Personnel Commission Office at 661-285-2902. Notification 48 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to this meeting.

Pursuant to Government Code 54954.2 (a) (1), the District is required to make documents (revised or otherwise) distributed to the Personnel Commission within 72 hours of a meeting, simultaneously available for public review, provided such documents are not otherwise exempt from public disclosure. Such documents will be available may for review at the Personnel Commission Office.

CALL TO ORDER

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL: Mrs. Deneese Thompson, Chairperson
Mr. Dale Speights, Vice Chairperson
Mrs. Kathleen Duren, Commissioner

I. PRELIMINARY BUSINESS

ACTION

- A. Approve Meeting Minutes – December 8, 2021
- B. Approve Meeting Minutes – January 12, 2022

24-21/22

II. PUBLIC COMMENTS

- A. Comments Concerning Items on the Agenda
- B. Comments Concerning Non-Agenda Items

III. CONSENT AGENDA

Actions proposed for the Consent Agenda are items consistent with adopted rules and regulations of the Personnel Commission and are deemed routine in nature. They will be acted upon in one motion, without discussion, unless members of the Personnel Commission, staff, or a member in the audience requests an items removal. The item will be removed from the motion to approve and will be discussed immediately following the Consent Agenda.

- A. Approve Consent Agenda

ACTION

- 1. Ratification of Eligibility Lists
(Substitute, Open, Promotional Recruitments)
- 2. Extension of Eligibility Lists
- 3. Nullification of Eligibility Lists
- 4. Ratification of Transfers

25-21/22

28-21/22

IV. NEW BUSINESS

ACTION

- A. Approve Revision to Personnel Commission Rules and Regulations
Chapter 4, Section 4, Item 6.18 – Transfer
- B. Approve Attendance - 2022 CSPCA Conference

26-21/22

27-21/22

V. INFORMATION/COMMENTS

- A. Quarterly Review of Operational Expenses
- B. Classified Update
- C. Comments from Director
- D. Comments from Commissioners

VI. RECESS TO CLOSED SESSION

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code, Section 54957.
 - 1. Confidential/Personnel Matters

VII. RECONVENE TO OPEN SESSION

VIII. REPORT OUT ANY ACTIONS TAKEN IN CLOSED SESSION

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code, Section 54957.
 - 1. Confidential/Personnel Matters

IX. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: March 9, 2022 at 5:30 P.M.

OPEN SESSION ADJOURNMENT _____ P.M

Personnel Commission Meeting
of the
Palmdale School District

Minutes of December 08, 2021 Regular (Virtual) Meeting

Zoom Meeting ID: 963 710 18865

CALL TO ORDER Commissioner Thompson, Chairperson, called the meeting to order at 6:00 PM, followed by the Pledge of Allegiance led by Kathleen Duren.

MEMBERS PRESENT Mr. Dale Speights, Chairperson
Mrs. Kathleen Duren, Vice-Chair
Mrs. Deneese Thompson, Commissioner

STAFF PRESENT Ms. Mary Theus, Director, Personnel Commission

PRELIMINARY BUSINESS

ORGANIZATIONAL PROCEDURE Commissioner Speights was nominated and approved as Chairperson for the 2022 year. Commissioner Duren motioned with a second by Commissioner Thompson. *Duren-aye; Speights-aye; Thompson-aye*

Commissioner Duren was nominated and approved as Vice-Chairperson for the 2022 year. Commissioner Speights motioned with a second by Commissioner Thompson. *Duren-aye; Speights-aye; Thompson-aye.*

APPROVAL OF MEETING MINUTES Commissioner Duren motioned to approve the minutes recorded for the November 10, 2021 regular meeting, with Commissioner Thompson providing a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye.*

PUBLIC COMMENTS AGENDA ITEMS There were no comments concerning agenda items.

PUBLIC COMMENTS NON-AGENDA ITEMS There were no comments concerning Non-Agenda items.

CONSENT AGENDA Commissioner Duren motioned to approve the Consent Agenda as presented, with Commissioner Thompson providing a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

NEW BUSINESS

APPROVE INNITIAL SALARY PLACEMENT FOR FISCAL SERVICES ADMINISTRATOR Commissioner Thompson motioned with a second by Commissioner Duren, to approve the proposed initial salary placement for the new Fiscal Services Administrator, Ms. Lisa Jehlicka, at step 3 of the appropriate salary schedule. Ms. Theus explained that this was a difficult recruitment with three posting periods to attract qualified candidates. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye.*

AGENDA REPORTS

SECOND READING OF PROPOSED REVISION TO P.C. RULES: Chapter 4, Section 4, Item 6.18

The second reading was presented for open discussion. Commissioner Duren asked for clarification regarding the language requiring a satisfactory evaluation in order for a classified employee to be eligible for transfer. Ms. Theus explained that this is existing language in the collective bargaining agreement ("CBA") that is currently adhered to. Commissioner Duren expressed concern stating the language is not beneficial to employees. She said there are valid reasons that an employee with an unsatisfactory evaluation should be allowed transfer opportunities. She gave an example where an assignment may not be a good fit for the employee, such as elementary versus middle school or there may be differences in the temperament of supervisors and the employee which can cause an unsatisfactory evaluation. Commissioner Duren stated the proposed revision is fine, but she would like to exclude this particular language from the PC rules. Commissioners Thompson and Speights were in support of the omission.

Ms. Theus reminded the Commission that the CBA supersedes the Personnel Commission rules; therefore, the practice will continue despite exclusion from the PC rules. She noted the comments and stated the item will be brought back for adoption at the next meeting.

INFORMATION/COMMENTS

CLASSIFIED UPDATE

Ms. Theus distributed the Classified Update and reported the activities performed by the Personnel Commission staff. She also shared some significant issues occurring in the technology lab that have affected test candidates and are causing delays in the testing schedules. The Technology team has been diligent in their attempts to troubleshoot the issues. Because the malfunctions are not consistent and changing daily, it will not be a simple and quick fix. Until the issues are resolved, the PC staff is using paper tests with Scantron answer sheets

Ms. Theus mentioned the District's participation in the Palmdale Holiday Parade that will be held on December 11 at 10:00 a.m. starting on the East side of Palmdale. She wished everyone a safe and joyous winter break.

COMMENTS FROM COMMISSIONERS

Commissioner Duren echoed Ms. Theus' comment and hopes everyone takes a well-deserved rest. She knows that everyone is stressed to the max and hopes employees take time to enjoy their family. She shared her appreciation of the PC staff and recognized the team for handling all of the work that is managed through the office.

Commissioner Thompson acknowledged the work load that employees are carrying, and she knows how hard and stressful it has been at every site. She appreciates the effort to keep things going. She also mentioned her appreciation of the work done in the PC Office.

Commissioner Speights shared his visit at a school site and that he saw the stress on everyone's face. He also recognized everyone for their hard work, and encouraged everyone to take some time for themselves during the break.

CLOSED SESSION

- A. With respect to every item of business to be discussed in closed session,
pursuant to Government Code Section 54957
1. Confidential/Personnel Matters

There was no closed session or action to report.

NEXT MEETING and ADJOURNMENT

The next regular meeting of the Personnel Commission is scheduled
January 12, 2021 at 5:30 PM in Room 125 at the Site 18 location.

On a motion by Commissioner Speights and second by Commissioner Duren, with
Commissioner Thompson voting yes, the meeting adjourned at 6:20 PM.

Respectfully submitted,



Mary Theus
Director, Personnel Commission

APPROVED:

Dale Speights, Chairperson

Kathleen Duren, Vice Chairperson

Deneese Thompson, Commissioner

Personnel Commission Meeting
of the
Palmdale School District

Minutes of January 12, 2022 Regular Meeting

CALL TO ORDER Commissioner Kathleen Duren, called the meeting to order at 5:30 PM, followed by the Pledge of Allegiance.

MEMBERS PRESENT Mrs. Kathleen Duren, Vice Chairperson

MEMBERS ABSENT Mr. Dale Speights, Chairperson
Mrs. Deneese Thompson, Member

STAFF PRESENT Ms. Mary Theus, Director, Personnel Commission

There were no presentations or testimony from the public on agenda or non-agenda items. In the absence of a quorum, there was no business conducted. All items will be brought back at the next meeting.

NEXT MEETING and ADJOURNMENT

The next regular meeting of the Personnel Commission is Wednesday, February 9, 2021 at 5:30 PM.

On a motion by Commissioner Duren, the meeting adjourned at 5:32 PM.

Respectfully submitted,



Mary Theus
Director, Personnel Commission

APPROVED:

Kathleen Duren, Vice Chairperson

Classified Update for January 12, 2022

Testing Status:

Benefits/Payroll Clerk	Written exam pending
Bilingual/ECE Teacher Assistant	Written exam 11/19/21; QAI 1/7/2022
Health Assistant/LVN	Written exam pending
Internet and Media Communications Spec.	Written exam pending
Maintenance Worker II	Written exam 12/6/21; QAI pending
Paraeducator/LVN	Written exam pending
Paraeducator Moderate to Severe	Written exam 11/30/21; QAI pending
Parent/Community Liaison	Performance/written exam 11/2, 11/4/2021; QAI pending
Senior Payroll Clerk	Performance/written exam 12/2/21
Special Education Instructional Asst	Written exam 11/17, 11/30/21; QAI pending

Postings:

AVID Tutor (Casual)	Continuous
Bilingual ECE Teacher Assistant	Continuous
Crossing Guard	Continuous
ECE Nutrition Facilitator	Closed 12/16/2021; Extended to 1/3/2022
ECE Teacher Assistant	Continuous
Family Health Provider	Closed 11/12/2021; Extended to 12/8/2021

Math Tutor (Casual)	Continuous
Mental Health-Intensive Case Manager	Closed 12/8/2021; Extended to 1/4/2022
Occupational Therapist	Continuous
Paraeducator-Certified Interpreter I/II	Continuous
Paraeducator Moderate to Severe	Continuous
School Secretary	Closed 1/7/2022
Special Education Instructional Assistant	Continuous
Student Interventionist	Closed 1/11/2022

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	January 12, 2022	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	RATIFICATION OF SUBSTITUTE LIST(S)	

STATUS

The testing procedure for establishment of an eligibility list for the classifications on the attached "Substitute/Casual Recruitment Summary Report" have been completed and the list(s) established as presented.

RECOMMENDATION

It is recommended that the eligibility list(s) for the attached classification(s) be ratified.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
January 12, 2022**

SUBSTITUTE/CASUAL RECRUITMENT SUMMARY REPORT

Job Classification	Recruitment Open Date	Recruitment Close Date	Written Exam Date	Number of Applicants	Passed MQs Invited to test	Exam Participants	Participant No Shows / Declined	Passed Performance	Passed Written	Number on Referral List	Sent Referral List to Human Resources
Substitute Administrative Clerk	11/05/2021	Continuous	12/09/2021, 12/15/2021	39	28	14	14	3	3	3	12/15/2021
Substitute Instructional Assistant	07/08/2021	Continuous	12/15/2021	5	5	1	4	N/A	0	0	N/A
Substitute Paraeducator Moderate - Severe	07/08/2021	Continuous	12/14/2021	4	4	2	2	N/A	2	2	12/14/2021
Substitute Paraeducator – Translator (DHH)	07/08/2021	Continuous	N/A	1	0	N/A	N/A	N/A	N/A	N/A	N/A
Substitute Special Ed Instr. Assistant	07/08/2021	Continuous	12/08/2021	6	5	2	3	N/A	2	2	12/10/2021

I certify the eligibility list process is complete and in compliance with pertinent Education Codes (merit system) and Personnel Commission Rules and Regulations.



Mary Theus, Director



Date

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	February 09, 2022	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	RATIFICATION OF SUBSTITUTE LIST(S)	

STATUS

The testing procedure for establishment of an eligibility list for the classifications on the attached "Substitute/Casual Recruitment Summary Report" have been completed and the list(s) established as presented.

RECOMMENDATION

It is recommended that the eligibility list(s) for the attached classification(s) be ratified.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
February 9, 2022**

SUBSTITUTE/CASUAL RECRUITMENT SUMMARY REPORT

Job Classification	Recruitment Open Date	Recruitment Close Date	Written Exam Date	Number of Applicants	Passed MQs Invited to test	Exam Participants	Participant No Shows / Declined	Passed Performance	Passed Written	Number on Referral List	Sent Referral List to Human Resources
Substitute Health Assistant/LVN	07/08/2021	Continuous	01/11/2022	4	2	1	1	0	N/A	N/A	N/A
Substitute Instructional Assistant	07/08/2021	Continuous	01/13/2022	5	5	4	1	N/A	2	2	01/20/2022
Substitute Paraeducator Moderate - Severe	07/08/2021	Continuous	01/13/2022	4	2	1	1	N/A	0	0	N/A
Substitute Special Ed Instr. Assistant	07/08/2021	Continuous	01/13/2022	6	5	1	4	N/A	0	0	N/A

I certify the eligibility list process is complete and in compliance with pertinent Education Codes (merit system) and Personnel Commission Rules and Regulations.



Mary Theus, Director

2/3/2022

Date

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	January 12, 2022	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	RATIFICATION OF ELIGIBILITY LIST(S)	

STATUS

The testing procedure for establishment of an eligibility list for the classifications on the attached "Classified Recruitment Summary Report" have been completed and the list(s) established as presented.

RECOMMENDATION

It is recommended that the eligibility list(s) for the attached classification(s) be ratified.

**Palmdale School District
Personnel Commission**

January 12, 2022

CLASSIFIED RECRUITMENT SUMMARY REPORT

Job Classification	Recruitment Open Date	Recruitment Close Date	Written Exam Date	QAI Date	Number of Applicants	Passed MQs Invited to test	Exam Participants	Participant No Shows / Declined	Passed Performance	Passed Written	Passed QAI	Number Eligible	List Effective Date	List Expiration Date	Merged *Yes/No	Total # of Ranks
Crossing Guard	11/23/2021	Continuous	12/13/2021	N/A	26	19	8	11	N/A	7	N/A	7	12/16/2021	12/15/2022	*Yes	8
Senior Payroll Clerk	11/03/2021	11/24/2021	12/2/2021	12/13/2021	38	17	11	6	7	6	6	6	12/14/2021	12/13/2022	No	6

*Only new eligibles have the expiration date of the merged eligibility list; previous eligibles maintain the original expiration date.

I certify the eligibility list process is complete and in compliance with pertinent Education Codes (merit system) and Personnel Commission Rules and Regulations.



Mary Theus, Director

1/6/2022

Date

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	February 09, 2022	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	RATIFICATION OF ELIGIBILITY LIST(S)	

STATUS

The testing procedure for establishment of an eligibility list for the classifications on the attached "Classified Recruitment Summary Report" have been completed and the list(s) established as presented.

RECOMMENDATION

It is recommended that the eligibility list(s) for the attached classification(s) be ratified.

Palmdale School District
Personnel Commission

February 9, 2022


CLASSIFIED RECRUITMENT SUMMARY REPORT

Job Classification	Recruitment Open Date	Recruitment Close Date	Written Exam Date	QAI Date	Number of Applicants	Passed MQs Invited to test	Exam Participants	Participant No Shows / Declined	Passed Performance	Passed Written	Passed QAI	Number Eligible	List Effective Date	List Expiration Date	Merged *Yes/No	Total # of Ranks
ECE Teacher Assistant	07/08/2021	Cont.	12/09/2021	01/07/2022	54	4	4	2	N/A	2	2	2	01/07/2022	01/06/2023	Yes	3
Health Assistant / LVN	11/23/2021	12/15/2021	01/26/2022	02/01/2022	14	6	2	3	1	1	1	1	02/01/2022	01/31/2023	*Yes	4
Instructional Assistant I	11/23/2021	12/15/2021	01/11/2022 01/12/2022 01/13/2022	N/A	41	38	22	16	N/A	16	N/A	16	01/19/2022	01/18/2023	*Yes	13
Mental Health-Intensive Case Mgr	11/16/2021	12/08/2021	01/19/2022	01/27/2022	3	1	1	0	N/A	1	1	1	01/27/2022	01/26/2023	*Yes	3
Special Education Instructional Assistant I	07/17/2021	Cont.	11/17/2021 11/30/2021 01/27/2022	02/2/2022	54	37	12	35	N/A	8	8	8	02/02/2022	02/01/2023	*Yes	13

*Only new eligibles have the expiration date of the merged eligibility list; previous eligibles maintain the original expiration date.

I certify the eligibility list process is complete and in compliance with pertinent Education Codes (merit system) and Personnel Commission Rules and Regulations.


Mary Theus, Director


Date

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE February 09, 2021 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: EXTENSION OF ELIGIBILITY LIST(S)

STATUS

The eligibility list(s) for the following classifications still contain(s) a sufficient number of qualified ranks.

Job Classification	Effective Date	Expiration Date	Date Extended
Child Nutrition Manager	09/02/2021	03/01/2022	09/01/2022
Family Services Advocate	03/05/2021	03/04/2022	09/04/2022

RECOMMENDATION

It is recommended that the eligibility list(s) stated above be extended for a period of six months.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE January 12, 2022 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: NULLIFICATION OF ELIGIBILITY LIST(S)

STATUS

The eligibility list(s) for the following classifications have expired or have insufficient ranks remaining.

Job Classification	Effective Date	Expiration Date
Crossing Guard	11/02/2021	11/01/2022

RECOMMENDATION

It is recommended that the eligibility list(s) stated above be nullified.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE February 09, 2022 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: NULLIFICATION OF ELIGIBILITY LIST(S)

STATUS

The eligibility list(s) for the following classifications have expired or have insufficient ranks remaining.

Job Classification	Effective Date	Expiration Date
Bilingual ECE Teacher Assistant	10/27/2021	10/26/2022
Health Assistant – LVN	09/27/2021	09/26/2022
Instructional Assistant I	10/01/2021	09/30/2022
Mental Health-Intensive Case Manager	06/28/2021	06/27/2022
Special Education Instructional Assistant I	11/08/2021	11/07/2022

RECOMMENDATION

It is recommended that the eligibility list(s) stated above be nullified.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	January 12, 2022	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	RATIFICATION OF TRANSFER(S)	

STATUS

As provided for in the Personnel Commission Rules and Regulations and the Collective Bargaining Agreement, the Personnel Commission shall ratify transfers.

RECOMMENDATION

It is recommended that the Personnel Commission ratify the transfer(s) included as "Change of Status" from the Board Agenda.

Transfers and Reassignments

01/12/2022

<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a. Cabasug, Sapphire L.	11/15/2021	Paraeducator Moderate to Severe, from (PDC) to (PDC) 7.0 hrs/182 days	Reassignment to same site; elimination of position Replacement for Brandy Weir
b. Castillo, Oscar M.	11/08/2021	From Substitute Administrative Clerk, to Administrative Clerk I (D.O.) 5.75 hrs/10 mo.	Replacement for Susan Phanhshy
c. Ennis, Teresa	12/06/2021	From Project/Curr. Center Clerk (Ed Svcs) 3.5 hrs/10 mo., to Personnel Admin. Clerk (HR) 8.0 hrs/12 mo.	Promotion Replacement for Cintya Anderson
d. Estrada, Petronila	11/02/2021	Paraeducator Moderate to Severe, from (BV) to (BS) 6.5 hrs/182 days	Reassignment due to elimination of position Growth position
e. Garcia, Alfonso	11/30/2021	Custodian I, from (CH) to (OC) 8.0 hrs/182 days	Voluntary Transfer Replacement for Vincent Robbins
f. Guerrero, Karen	11/18/2021	From ECE Teacher Assistant (OC) to Bilingual ECE Teacher Assistant (OC) 5.75 hrs/185 days	Voluntary lateral transfer Growth position
g. Hernandez, Crystal	11/08/2021	From Child Nutrition Assistant I (TW), to Child Nutrition Cashier (TW) 3.0 hrs/182 days	Voluntary lateral transfer Replacement for Serena Flores
h. Holt, Keenan I.	11/09/2021	Custodian I, from (QV) 5.75 hrs/12 mo, to (Innov. Acad.) 8.0 hrs/12 mo.	Increase by seniority
i. Hopson, LaShawn M.	11/08/2021	From Substitute Paraeducator Moderate to Severe, Sub. Special Ed. Instr. Asst., and Sub Paraeducator Translator, to Paraeducator Translator (PLP) 6.5 hrs/182 days	Replacement for Kayla Mueller
j. Juarez, Joyce E.	11/03/2021	From Bilingual Typist Clerk (ECE) 5.75 hrs/10 mo., to Accounting Clerk II (ECE) 8.0 hrs/12 mo.	Promotion Growth position
k. Lopez, Briseida M.	11/18/2021	Bilingual ECE Teacher Assistant, from (YU) to (YU), 5.75 hrs/182 days	Voluntary transfer Replacement for Jessica Albarran
l. Ortiz, Andrea	12/06/2021	From Bilingual Administrative Secretary (SESS) to Administrative Secretary (SELPA) 8.0 hrs/12 mo.	Voluntary lateral transfer Replacement for Lisa Reasoner
m. Martinez-Avila, Christy M.	11/15/2021	From Special Education Instructional Assistant I (DW) 5.75 hrs/182 days, to Paraeducator Moderate to Severe (BV) 5.75 hrs/182 days	Promotion Growth position
n. Rashid, Rasheeda M.	11/29/2021	From Paraeducator Moderate to Severe (PDC) 7.0 hrs/182 days, to Health Assistant LVN (PACS) 8.0 hrs/11 mo.	Promotion Growth position
o. Regin-Ramos, Gloria O.	11/29/2021	From Substitute Administrative Clerk, to Bilingual Typist Clerk (QV) 5.75 hrs/182 days	Replacement for Claudia I. Lopez

<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
p. Soto, Edgar R.	12/01/2021	From Custodian I (QV) 8.0 hrs/12 mo., to Grounds/Utility Maintenance Worker II (M&O) 8.0 hrs/12 mo.	Promotion Growth position
q. Watson De Chavez, Hilda	11/18/2021	Bilingual ECE Teacher Assistant, from (Site 18) to (PT), 5.75 hrs/185 days	Voluntary transfer Replacement for Deborah Davis-Frey
r. Welch, Keisha	11/17/2021	Custodian I, from (SW) 5.75 hrs/12 mo., to (SW) 8.0 hrs/12 mo.	Increase by seniority Replacement for Artemio Mondragon
s. Zepeda, Estella	11/18/2021	Noon Duty/Campus Assistant, from (SH) to (PACS) 3.5 hrs/182 days	Voluntary transfer Growth position

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	February 09, 2022	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	RATIFICATION OF TRANSFER(S)	

STATUS

As provided for in the Personnel Commission Rules and Regulations and the Collective Bargaining Agreement, the Personnel Commission shall ratify transfers.

RECOMMENDATION

It is recommended that the Personnel Commission ratify the transfer(s) included as "Change of Status" from the Board Agenda.

Transfers and Reassignments

02/09/2022

<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a. Brown, Prezious-Princessa	1/10/2022	Special Education Instructional Assistant I, from 5.75 hrs/182 days (SAGE), to 6.5 hrs/182 days (CA)	Increase by seniority Growth position
b. Cervantes, Maria	1/10/2022	From Accounting Clerk II (Fiscal) to Bilingual Registrar-High School (PACS) 8.0 hrs/12 mo.	Lateral appointment Growth position
c. Duran, Yajaira	1/10/2022	Paraeducator Moderate to Severe, from 5.75 hrs/182 days (First Steps), to 7.0 hrs/182 days (YN)	Increase by seniority Replacement for Linda Garcia-Rosales
d. Ewing, Misti	12/10/2022	Paraeducator Moderate to Severe, from 5.75 hrs/182 days (PDC), to 7.0 hrs/182 days (PDC)	Increase by seniority Replacement for Glenda Clark
e. Freistadt, Trisa	1/10/2022	Early Childhood Education Teacher Assistant, from (Site 18) to (OC) 5.75 hrs/185 days	Voluntary transfer Replacement for Stephanie Norton
f. Galipeaux, Laurel L.	1/10/2022	Special Education Instructional Assistant I, from 5.75 hrs/182 days (MZ), to 6.5 hrs/182 days (CM)	Increase by seniority Growth position
g. Guevara, Angela	1/10/2022	Paraeducator Moderate to Severe, from 5.75 hrs/182 days (DW), to 6.5 hrs/182 days (BV)	Increase by seniority Replacement for Mary E. Martinez
h. Heredia, Kimberly	12/13/2021	Special Education Instructional Assistant I, 6.5 hrs/182 days, from (LA) to (DGM)	Voluntary transfer Growth position
i. Jenkins, Shalee T.	01/03/2022	From Special Education Instructional Assistant II, to Special Education Instructional Assistant III (BS)	Completion of coursework
j. McConnell, McKenzie C.	01/10/2022	From Library Aide (SH) 4.0 hrs/10 mo., to Paraeducator Moderate to Severe (PDC) 5.75 hrs/182 days	Promotion Replacement for Sapphire Cabasug
k. Martinez-Avila, Christy	01/10/2022	Paraeducator Moderate to Severe, from 5.75 hrs/182 days (BV), to 7.0 hrs/182 days (YN)	Increase by seniority Replacement for Deborah Holloway
l. Massey, Jamekia	01/10/2022	Special Education Instructional Assistant, 6.5 hrs/182 days, from (CH) to (CH)	Reassignment to same site due to elimination of position Growth position
m. Nieto, Ludivina	01/10/2022	Paraeducator Moderate to Severe, 7.0 hrs/182 days, from (PDC) to (PDC)	Voluntary transfer at same site Growth position
n. Ortez, Nelson	01/05/2022	From Custodian I (ECE) to Custodian II (GP) 8.0 hrs/12 mo.	Promotion Replacement for Keefe Holt
o. Peredo, Tyra E.	01/10/2022	Special Education Instructional Assistant I, from 5.75 hrs/182 days (DW), to 6.5 hrs/182 days (DW)	Increase by seniority Replacement for Jakedia Rollins
p. Sands, Warren	01/14/2022	Custodian I, 8.0 hrs/12 mo., from (MQ) to (CH)	Voluntary transfer Replacement for Alfonso Garcia

Transfers and Reassignments

02/09/2022

q. Santos, Florinda B.	01/10/2022	Special Education Instructional Assistant I, from 5.75 hrs/182 days (JH), to 6.5 hrs/182 days (SAGE)	Increase by seniority Growth position
r. Sealie, D'Vore	01/03/2022	From Administrative Clerk I (CM) 5.75 hrs/182 days, to District Receptionist (ECE) 8.0 hrs/12 mo.	Promotion Replacement for Norma Pomposo
s. Summers, Latasha	01/18/2022	Special Education Instructional Assistant I, from (PT) 5.75 hrs/182 days, to (DGM) 6.5 hrs/182 days	Increase by seniority Growth position
t. Vawser, Callie O.	12/13/2021	Paraeducator-Moderate to Severe, from 5.75 hrs/182 days (First Steps) to 7.0 hrs/182 days (First Steps)	

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	January 12, 2022	<u> X </u>	REPORT
TO:	Personnel Commission		ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	Approve Revision to Personnel Commission Rules and Regulations CHAPTER 4, SECTION 4, ITEM 6.18 - TRANSFER		

BACKGROUND

A review of the Personnel Commission Rules and Regulations is ongoing. Such review is to clarify definitions, delete obsolete language, adhere to changes in the Collective Bargaining Agreement and/or other applicable laws.

STATUS

A first reading of the proposed revision was conducted by the Commission at its November 10, 2021 meeting, with a second reading at the December 8, 2021 meeting. Having heard only Commission input regarding this item, the revised language is presented for adoption.

RECOMMENDATION

It is recommended that the Personnel Commission adopt the revision to Personnel Commission Rules and Regulations Chapter 4, Section 4, Item 6.18 as presented.

SECTION 4 CHANGE IN POSITION OR CLASSIFICATION

ITEM 6.18 TRANSFER

A. Definition of Transfer

A transfer is the reassignment of an employee without examination to an available position in the same class in a different department or job site or to a similar or related classification within the same salary range. Any transfer of a permanent employee shall be made only with the ratification of the Personnel Commission.

B. Voluntary Transfer

Transfer requests may be submitted at any time, subject to the availability of positions and the qualifications of applicants. Permanent employees who have requested transfer shall be considered based upon, but not limited to, job performance, qualifications, and the needs of the District.

1. Transfers shall be made without change in pay rate, anniversary date, and accumulated leave balances.
2. Final selection for transfer is at the sole discretion of the District. Employees in probationary status are not eligible to be considered for voluntary transfers.

C. Administrative Assignment (Involuntary Transfer)

The District retains the right in accordance with these rules to transfer staff for the good of the service at any time such assignment is in the best interest of the District, provided that such action is not taken for punitive or preferential reasons.

1. An employee who is involuntarily transferred shall be notified of the transfer within five (5) work days of the District's decision, and shall be granted a conference with the District designee and immediate supervisor to discuss the rationale(s) for the administrative reassignment.
2. Administrative assignments shall not be used as a means to circumvent interview procedures.

D. Lateral Transfer

A lateral transfer is the reassignment of an employee from one position to a position in the same class or related class with the same salary range or salary rate.

An employee may request a lateral transfer or be administratively assigned from the current position to another position in a related class. The determination of whether classes are sufficiently related to permit transfer between them shall be made by the Personnel Commission.

The following factors shall be considered in determining whether classes are sufficiently related for lateral transfer: a) similarity of duties, b) minimum qualifications, c) examination content, d) occupational group, and e) promotional field (above and below). In general, more latitude in transfers is permitted:

1. As the employee's seniority in the classified service increases.
2. When the transfer request is based on reclassification, impending layoff, or for reasons of disability.
3. When the employee meets the minimum requirements for the classification.

E. Probationary Period

A permanent employee who transfers to a position in a classification in which a probationary period has not been served previously, shall be considered probationary in that classification for a period of 130 work days in paid status. At any time during the probationary period, an employee may be returned (transferred) to the former classification without the right of appeal, unless such action results in layoff, demotion or reduction in assigned time. In the latter cases, the employee will have the same appeal rights as a permanent employee who is demoted or dismissed.

F. Seniority Credit

Transfers shall have no adverse impact upon the employee's seniority.

1. When transfers are between positions in the same class, the employee shall retain full seniority in that class.
2. When transfers are lateral or administratively assigned to a position in a related class in accordance with these rules, the employee shall not receive seniority credit in the new classification for service in the former classification; however, the employee shall accrue and maintain seniority in the new classification.
3. Seniority in the classified service shall be retained.

G. Transfer shall not be used as a device to alter the effects of impending layoff, although employees whose positions are to be eliminated may transfer to other classifications (where vacancies exist) as this rule contemplates.

H. Submission for Request for Transfer

An employee may request a transfer to a vacant position by submitting a request for transfer electronically on the approved form to the Personnel Commission at any time. Requests shall be submitted during the initial posting period; however, can be submitted at any time, regardless of current posting and/or opening. Transfer requests submitted prior to a position vacancy shall be considered submitted during the initial posting period.

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE January 12, 2022 _____ REPORT
TO: Personnel Commission _____ X ACTION
FROM: Mary Theus
Director, Personnel Commission
RE: APPROVAL OF ATTENDANCE - 2022 CSPCA 50th ANNUAL CONFERENCE

BACKGROUND

In order to keep apprised of necessary mandates, the Personnel Commission and staff attend an annual conference for the California School Personnel Commissioners Association (CSPCA). The Personnel Commission has sponsored the attendance of a CSEA executive board member as well.

STATUS

The 2022 CSPCA Conference will be held in Monterey, California at the Monterey Marriott Hotel, starting Sunday, March 6, 2022 through Tuesday, March 8, 2022. The early bird registration fee is \$699/person. Registration increases to \$799/person beginning January 15, 2022. The hotel rate is \$209/night plus applicable taxes and fees.

RECOMMENDATION

It is recommended that the Personnel Commission approve attendance for interested Commissioners and staff, and consider funding the registration for one CSEA executive board member, as designated by the CSEA President.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	February 09, 2022	<u> X </u>	REPORT
TO:	Personnel Commission		ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	QUARTERLY REVIEW OF OPERATIONAL EXPENSES		

BACKGROUND

The annual budget of the Personnel Commission is approved by May 30th of each year in accordance with Education Code section 45253. Operational expenses processed are shown by object code.

STATUS

The quarterly expenses by object code from July 1, 2021 through December 31, 2021 are provided for review.

Personnel Commission Operating Budget - FY 2021/2022
Expenses for the period of 07/1/2021 - 2/3/2022

Dist Obj	Sch Loc	Description	Budget	Expenditure	Encumbrance	Total Obligated	Remaining Balance
4320	2300000	Supplies - Buyout	5,000.00	1,957.78	744.66	2,702.44	2,297.56
4320	8200000	Supplies - Custodian	1,500.00	0.00	0.00	0.00	1,500.00
4380	2300000	Supplies - Technology	600.00	0.00	0.00	0.00	600.00
4393	8200000	Water - Bottled	1,000.00	161.24	190.90	352.14	647.86
4480	2300000	Equip - Tech Non Cap	3,600.00	0.00	0.00	0.00	3,600.00
5210	2300000	Mileage	500.00	0.00	0.00	0.00	500.00
5220	2300000	Travel & Conference	12,430.00	0.00	0.00	0.00	12,430.00
5310	2300000	Dues & Memberships	4,350.00	4,100.00	0.00	4,100.00	250.00
5712	2300000	Direct Costs - Printing	520.00	5.00	0.00	5.00	515.00
5714	2300000	Direct Costs - Call Out	1,000.00	107.02	0.00	107.02	892.98
5719	2300000	Direct Costs - Mailing	600.00	172.52	0.00	172.52	427.48
5810	2300000	Advertising	2,000.00	1,368.00	158.00	1,526.00	474.00
5822	2300000	Legal	40,000.00	1,633.00	0.00	1,633.00	38,367.00
5828	2300000	Software Support	32,700.00	30,937.24	0.00	30,937.24	1,762.76
5830	2300000	Consultants	2,000.00	0.00	0.00	0.00	2,000.00
5890	2300000	Other Operating Services	800.00	300.00	400.00	700.00	100.00
TOTALS:			108,600.00	40,741.80	1,493.56	42,235.36	66,364.64