



PERSONNEL COMMISSION  
**AGENDA OF REGULAR MEETING**  
Wednesday, October 12, 2022 - 5:30 P.M.  
37230 37<sup>th</sup> Street East, Room 125  
Palmdale, CA 93550

*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 far review at the Personnel Commission Office.*

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE TO THE FLAG**

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

**I. STUDY SESSION**

A. Oral Examination Procedure (Qualification Appraisal Interview)

**II. PRELIMINARY BUSINESS**

A. Approve Minutes of Regular Meeting – September 14, 2022

**ACTION**

**15-22/23**

**III. PUBLIC COMMENTS**

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

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.

**IV. CONSENT AGENDA**

A. Approve Consent Agenda

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

**ACTION**

**16-22/23**

**V. INFORMATION/COMMENTS**

- A. Classified Update
- B. Occupational Therapist Signing Bonus
- 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: November 09, 2022 at 5:30 P.M.**

OPEN SESSION ADJOURNMENT \_\_\_\_\_ P.M

Personnel Commission Meeting  
of the  
Palmdale School District

**Minutes of September 14, 2022 Regular Meeting**

**CALL TO ORDER** Commissioner Speights, Chairperson, called the meeting to order at 5:30 PM, followed by the Pledge of Allegiance led by Commissioner Thompson.

**MEMBERS PRESENT** Mr. Dale Speights, Chairperson  
Mrs. Deneese Thompson, Member

**ABSENT MEMBERS** Mrs. Kathleen Duren, Vice Chairperson

**STAFF PRESENT** Ms. Mary Theus, Director, Personnel Commission

**PRELIMINARY BUSINESS**

**APPROVAL OF MEETING MINUTES** Commissioner Thompson motioned to approve the minutes recorded for the August 10, 2022 Regular Meeting, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Speights-aye; Thompson-aye.*

**PUBLIC COMMENTS** There was no testimony from the public referencing Agenda or Non-Agenda items.

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

**NEW BUSINESS**

**APPROVE NEW CLASS DESCRIPTION AND SALARY SCHEDULE PLACEMENT** **Purchasing Technician**  
Commissioner Thompson moved to approve the new class description and salary schedule placement for Purchasing Technician, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Speights-aye; Thompson-aye.*

**APPROVE ADA COMPLIANT JOB ANALYSIS** **Purchasing Technician**  
Commissioner Thompson moved to approve the ADA Compliant Job Analysis for Purchasing Technician, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Speights-aye; Thompson-aye.*

**APPROVE JOB DESCRIPTION REVISION** **Occupational Therapy Assistant**  
Commissioner Thompson moved to approve the Job Description revision for Occupational Therapy Assistant as presented, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Speights-aye; Thompson-aye.*

**INFORMATION/COMMENTS**

CLASSIFIED UPDATE	Ms. Theus distributed the Classified Update and informed the Commission of staff activities and details regarding applicant processing.
COMMENTS FROM DIRECTOR	Ms. Theus mentioned the Warehouse/Purchasing Supervisor's appreciation of the District and Commission's consideration of the proposed job description for Purchasing Technician. The position will be assigned to the Accounting classes, and requires specific experience and knowledge of purchasing procedures.
COMMENTS FROM COMMISSIONERS	<p>Commissioner Thompson expressed her concern regarding the change in student behavior since resuming school and in-person learning. She stated how pleased she is with the efforts of staff and their management of day-to-day activities.</p> <p>Commissioner Speights shared his attendance at the Back to School Night event at David G. Millen. He was happy to see the amount of employee and parent participation. Overall it was a great event.</p> <p>The Commissioners expressed their interest in visiting school sites. Ms. Theus shared that she and other administrators are invited to participate with Cabinet each year on their site visits. Further discussion will ensue later regarding Commission visitations.</p>
RECESS TO CLOSED SESSION	<p>Recessed to a Closed Session at 5:40 PM</p> <p>A. With respect to every item of business to be discussed in closed session, pursuant to Government Code Section 54957</p> <ol style="list-style-type: none"><li>1. Confidential/Personnel Matters</li></ol>
RECONVENE TO OPEN SESSION	The Commission reconvened to Open Session at 6:13 PM
REPORT OUT OF CLOSED SESSION	<p>A. With respect to every item of business to be discussed in closed session, pursuant to Government Code Section 54957</p> <ol style="list-style-type: none"><li>1. Confidential/Personnel Matters</li></ol> <p>With no action taken, there is no report.</p>

**NEXT MEETING and ADJOURNMENT**

The next regular meeting of the Personnel Commission is scheduled October 12, 2022 at 5:30 PM in Room 125 at the Site 18 location.

On a motion by Commissioner Thompson and a second by Commissioner Duren, the meeting adjourned at 6:14 PM.

Respectfully submitted,

Mary Theus  
Director, Personnel Commission

**APPROVED:**

---

Dale Speights, Chairperson

---

Kathleen Duren, Vice-Chairperson

---

Deneese Thompson, Commissioner

## Classified Update for September 14, 2022

### Testing Status:

Accounting Clerk II	Performance/written exam 8/30/2022; QAI 9/9/2022
Accounting./Data Processing Technician	Performance/written exam 9/22/2022
Bilingual ECE Teacher Assistant	Written exam 9/21/2022
Bilingual School Secretary	Performance/written exam 9/1/2022; QAI 9/22/2022
Campus Security Assistant	Written exam 9/20/2022
Child Nutrition Assistant II	Written exam 8/24/2022; QAI 9/21/2022
Child Nutrition Assistant III	Written exam 8/25/2022; QAI 9/21/2022
Child Nutrition Manager	Written exam 8/25/2022; QAI 9/21/2022
ECE Teacher Assistant	Written exam 8/24, 9/21/2022
Grounds/Utility Maintenance Worker II	Written exam 8/25/2022; QAI 9/13/2022
Instructional Assistant I	Written exam 9/28-9/29/2022
Paraeducator Moderate to Severe	Written exam 8/31, 9/21/2022; QAI 9/9/2022
Parent/Community Liaison	Performance/written exam 8/23-8/24/2022; QAI 9/2/2022
Social Emotional Learning Specialist	QAI 9/20/2022
Special Education Instructional Assistant	Written exam 8/16, 9/13, 9/15/2022; QAI 9/9/2022

### Postings:

Accounting Clerk II (reposted)	Closes 10/5/2022
--------------------------------	------------------

Assistant Director of Child Nutrition	Closes 9/15/2022
Bilingual ECE Teacher Assistant	Continuous
Bilingual Typist Clerk	Closes 10/5/2022
ECE Fiscal Officer	Extended to close 9/15/2022
ECE Teacher Assistant	Continuous
Instructional Assistant I	Closes 9/22/2022
Occupational Therapist	Continuous
Paraeducator-Certified Interpreter I/II	Continuous
Paraeducator Moderate to Severe	Continuous
Social Emotional Learning Specialist	Continuous
Special Education Instructional Assistant	Continuous

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE	October 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  
October 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 Paraeducator Translator (DHH)	05/12/2022	Continuous	09/21/2022	3	2	2	0	N/A	2	2	07/29/2022 09/21/2022
Substitute Paraeducator Certified Interpreter (DHH)	05/12/2022	Continuous	N/A	1	0	N/A	N/A	N/A	N/A	N/A	N/A

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

---

Mary Theus  
Director, Personnel Commission

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE	October 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

**October 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
Accounting Clerk II	07/27/2022	08/16/2022	08/30/2022	09/09/2022	116	37	19	13	5	3	3	3	09/13/2022	09/12/2023	*Yes	4
Bilingual School Secretary	07/26/2022	08/17/2022	09/01/2022	09/22/2022 09/29/2022	107	39	29	10	5	5	5	5	09/29/2022	09/28/2023	No	5
Campus Security Assistant	08/18/2022	09/8/2022	09/20/2022	09/29/2022	143	9	7	2	N/A	7	7	7	09/30/2022	09/29/2023	*Yes	12
Child Nutrition Assistant II	07/25/2022	08/12/2022	08/24/2022	09/21/2022	19	18	18	0	N/A	14	14	14	09/22/2022	09/21/2023	*Yes	15
Child Nutrition Assistant III	07/25/2022	08/12/2022	08/25/2022	09/21/2022	16	4	4	0	N/A	4	4	4	09/22/2022	09/21/2023	No	4
Child Nutrition Manager	07/25/2022	08/12/2022	08/25/2022	09/21/2022	13	12	12	0	N/A	11	10	10	09/22/2022	09/21/2023	No	8
Crossing Guard	08/22/2022	09/12/2022	09/27/2022 09/28/2022	N/A	172	117	36	81	N/A	33	N/A	33	09/30/2022	09/29/2023	*Yes	10
Grounds/Utility Maintenance Worker II	07/20/2022	08/10/2022	8/25/2022	09/13/2022	121	33	20	13	N/A	14	12	12	09/14/2022	09/13/2023	*Yes	10
Instructional Assistant I	09/01/2022	09/22/2022	09/29/2022 10/04/2022 10/05/2022	NA	112	98	49	49	NA	36	NA	NA	10/06/2022	10/05/2023	*Yes	14
Paraeducator Moderate-Severe	07/07/2022	Continuous	08/31/2022	09/09/2022	63	21	10	11	N/A	7	7	7	09/13/2022	09/12/2023	*Yes	11
Social Emotional Learning Specialist	07/22/2022	Continuous	N/A	09/20/2022	4	2	2	0	N/A	N/A	2	2	09/20/2022	09/19/2023	*Yes	5
Special Education Instructional Assistant I	07/11/2022	Continuous	08/16/2022	09/09/2022	88	56	21	35	N/A	14	13	13	09/14/2022	09/13/2023	*Yes	15

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

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

\_\_\_\_\_  
Mary Theus  
Director, Personnel Commission

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

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

Job Classification	Effective Date	Expiration Date	Date Extended
Fiscal Services Administrator	10/29/2021	10/28/2022	04/28/2023

**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                      October 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
Accounting Clerk II	10/01/2021	09/30/2022
Campus Security Assistant	07/20/2022	07/19/2023
Child Nutrition Assistant II	05/03/2021	11/02/2022
Crossing Guard	07/28/2022	07/27/2023
Grounds/Utility Maintenance Worker II	04/14/2022	04/13/2023
Instructional Assistant I	07/27/2022	07/26/2023
Paraeducator Moderate-Severe	08/02/2022	08/01/2023
Social Emotional Learning Specialist	07/11/2022	07/10/2023
Special Education Instructional Assistant I	08/03/2022	08/02/2023

## RECOMMENDATION

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

MT:eai  
16-22/23

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE	October 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**
**10/12/2022**

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Banks, Christina	09/13/2022	Child Nutrition Asst. I, from (CA) to (DGM) Child Nutrition Asst. I, 3.0 hrs/182 days	Voluntary transfer Replacement for Jessica Gamboa-Onofre
b.	Blas, Judith M.	09/14/2022	Child Nutrition Asst. I, from (SAGE) to (CH) Child Nutrition Asst. I, 3.0 hrs/182 days	Voluntary transfer Growth position
c.	Brice, Danette M.	09/20/2022	Special Ed. Instructional Assistant I, from (DC) to (YU) 6.5 hrs/182 days	Voluntary transfer Growth position
d.	Brown, Kara E.	9/19/2022	Special Ed. Instructional Assistant II, from (DW) to (DW) 6.5 hrs/182 days	Voluntary transfer; same site
e.	Burns, Taylor S.	9/26/2022	Paraeducator Moderate to Severe, from (DW) 5.75 hrs/182 days, to (PDC) 7.0 hrs/182 days	Increase by seniority Growth position
f.	Carcamo, Janet O.	08/25/2022	From Custodian I (IA), to Custodian II (IA) 8.0 hrs/12 mo.	Promotion Replacement for Ernest Maldonado
g.	Carrillo, Sabrina	08/25/2022	Paraeducator Moderate to Severe, from (FS) 6.5 hrs/182 days, to (PDC) 7.0 hrs/182 days	Increase by seniority Replacement for Callie Vawser
h.	Curtis, Cassie E.	09/21/2022	Special Ed. Instructional Assistant I, from (DW) to (First Steps) 5.75 hrs/182 days	Voluntary transfer Replacement for Elizabeth Santoyo
i.	Davis, Chiraprapha C.	09/01/2022	Special Ed. Instructional Assistant II, from (FS) 5.75 hrs/182 days, to (PACS) 6.5 hrs/182 days	Increase by seniority Replacement for Lily Salazar
j.	Espinoza, Darinca	8/29/2022	Child Nutrition Assistant I, from (Ch Nutr Dept) to (PT) 3.0 hrs/182 days	Reassignment; elimination of position Replacement for Megan Galvan
k.	Ewing, Misti M.	09/19/2022	Paraeducator Moderate to Severe from (PDC) to (YN) 7.0 hrs/182 days	Voluntary transfer Growth
l.	Frickson, Sandra G.	09/19/2022	Paraeducator Moderate to Severe from (PDC) 5.75 hrs/182 days, to (PDC) 7.0 hrs/182 days	Increase by seniority Replacement for Sergio Perez
m.	Garcia, Breana L.	09/19/2022	From Paraeducator Translator (PLP) 5.75 hrs/182 days, to Special Ed. Instructional Assistant I (PT) 5.75 hrs/182 days	Voluntary demotion Growth position
n.	Gonzalez, Stacy M.	09/19/2022	Instructional Assistant I, from (CM) 5.75 hrs/182 days, to (MZ) 7.0 hrs/182 days	Increase by seniority Replacement for Bryant Rivera
o.	Guzman, Belen A.	09/28/2022	Instructional Assistant I, from (OT) 5.75 hrs/182 days, to (CH) 7.0 hrs/182 days	Increase by seniority Growth position
p.	Haliburton, Angela R.G.	08/31/2022	Special Ed. Instructional Assistant I, from (FS) 5.75 hrs/182 days, to (YU) 6.5 hrs/182 days	Increase by seniority Replacement for Stephanie Vasquez

**Transfers and Reassignments**
**10/12/2022**

q.	Lee, Jazmin M.	09/22/2022	Special Ed. Instructional Assistant I, from (SW) 6.5 hrs/182 days, to (GP) 5.75 hrs/182 days	Voluntary request for decrease in hours Replacement for Cori Beals
r.	Odum, Regina	09/01/2022	From Noon Duty/Campus Assistant (DW) 3.5 hrs/182 days, to Campus Security Assistant (DW) 8.0 hrs/182 days	Promotion Replacement for Thomas Murray
s.	Pagtakhan, Joyce	09/19/2022	Paraeducator Moderate to Severe, from (DW) to (BV) 6.5 hrs/182 days	Voluntary transfer Growth position
t.	Ramos, Roxanne A.	09/08/2022	Instructional Assistant I, from (CM) 5.75 hrs/182 days, to (OC) 7.0 hrs/182 days	Increase by seniority Growth position
u.	Razo-Ruiz, Saint	08/25/2022	Paraeducator Moderate to Severe, from (PDC) 6.5 hrs/182 days, to (PDC) 7.0 hrs/182 days	Increase by seniority Growth position
v.	Rios, Elsa	09/21/2022	From Bilingual Administrative Clerk II (SESS) to Bilingual Administrative Secretary (SESS) 8.0 hrs/12 mo.	Promotion Growth position
w.	Rivera, Bryant A.	08/29/2022	Instructional Assistant I, from (MZ) 7.0 hrs/182 days, to (MZ) 5.75 hrs/182 days	Voluntary request for decrease in hours
x.	Santoyo, Elizabeth	08/29/2022	Paraeducator Moderate to Severe (PDC) from 5.75 hrs/182 days to 7.0 hrs/182 days	Increase by seniority Replacement for Julia Rosales
y.	Silvestre, Barbara J.	09/20/2022	Special Ed. Instructional Assistant II, from (SH) to (PLP) 5.75 hrs/182 days	Voluntary transfer Replacement for Chanram Bigler
z.	Tackett, Silhouette	09/19/2022	Special Ed. Instructional Assistant I, from (CH) to (SAGE) 6.5 hrs/182 days	Voluntary transfer Growth position
aa.	Vardanyan, Kristine	09/06/2022	Paraeducator Moderate to Severe, from (PDC) 5.75 hrs/182 days, to (FS) 7.0 hrs/182 days	Increase by seniority Growth position
ab.	Villafana, Lisa M.	09/21/2022	From Bilingual Typist Clerk (FS) 5.75 hrs/10 mo., to Administrative-Clerk II (Bus Ofc) 8.0 hrs/12 mo.	Promotion Replacement for Susan Phanhsy