



Personnel Commission
AGENDA OF REGULAR MEETING
Wednesday, May 08, 2019 - 5:30 P.M.
Site 18, Room 125
37230 37th Street East, Palmdale, CA 93550

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Mr. Don Wilson, Chairperson
Mrs. Deneese Thompson, Vice Chairperson
Mrs. Kathleen Duren, Commissioner
Ms. Mary Theus, Interim Director, Personnel Commission

I. PRELIMINARY BUSINESS

ACTION

A. Approval of Regular Meeting Minutes – April 24, 2019

66-18/19

II. PUBLIC COMMENTS

- A. Comments Concerning Items on the Agenda
- B. Comments from Members of the General Public Regarding 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.

ACTION

- A. Approval of Consent Agenda
 - 1. Ratification of Eligibility Lists
 - 2. Nullification of Eligibility List

67-18/19

IV. UNFINISHED BUSINESS

None

V. NEW BUSINESS

ACTION

- A. Approval of 2019-2020 Membership Renewal:
Personnel Commissioners Association of Southern California (PCASC)
- B. Second Reading and Approval:
Proposed Revision to Personnel Commission Rules and Regulations, Item 7.6

68-18/19

69-18/19

VI. INFORMATION/REPORTS

- A. Expenses Review
- B. Classified Update
- C. Interim Director, Personnel Commission
- D. Comments from Commissioners

VII. 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. Public Employment: Systems Administrator Recruitment
 - 2. Confidential/Personnel Matters

VIII. RECONVENE TO OPEN SESSION

IX. REPORT OUT ACTIONS TAKEN (if any) IN CLOSED SESSION

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code, Section 54957
 - 1. Public Employment: Systems Administrator Recruitment
 - 2. Confidential/Personnel Matters

X. DATE/TIME OF NEXT REGULAR PERSONNEL COMMISSION MEETING: May 22, 2019, at 5:30 P.M.

OPEN SESSION ADJOURNMENT _____ P.M.

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

As of July 1, 2008, 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 for public review in the Personnel Commission office.

Personnel Commission Meeting
of the
Palmdale School District

Minutes of April 24, 2019 Scheduled Meeting

| | |
|--|---|
| CALL TO ORDER | Chairperson Don Wilson called the meeting to order at 5:30 p.m., followed by the Pledge of Allegiance led by Mrs. Duren. |
| MEMBERS PRESENT | Mr. Don Wilson, Chairperson Mrs. Deneese Thompson, Vice Chairperson Mrs. Kathleen Duren, Commissioner |
| STAFF PRESENT | Ms. Mary Theus, Interim Director, Personnel Commission Mrs. Susan McCormick, Administrative Secretary |
| PRELIMINARY BUSINESS | Mrs. Thompson moved to approve the minutes of the April 10, 2019, meeting, with Mrs. Duren providing a second, and discussion was called for. Hearing none, Mr. Wilson called for the vote and the motion carried with a 3-0 vote: Duren – Aye; Thompson – Aye; Wilson – Aye. |
| PUBLIC COMMENTS CONCERNING AGENDA ITEMS | None. |
| PUBLIC COMMENTS CONCERNING NON-AGENDA ITEMS | None. |
| CONSENT AGENDA | Mrs. Duren moved to approve the Consent Agenda as presented, with Mrs. Thompson providing a second. Motion carried with a 3-0 vote: Duren – Aye; Thompson – Aye; Wilson - Aye. |
| UNFINISHED BUSINESS | None. |
| NEW BUSINESS | Approval of 2019-2020 Membership Agreement for CODESP Mrs. Duren moved to approve the membership agreement, with Mrs. Thompson providing a second, and discussion was called for. Hearing none, Mr. Wilson called for the vote and the motion carried with a 3-0 vote: Duren – Aye; Thompson – Aye; Wilson – Aye. |
| AGENDA REPORTS | First Reading There was a first reading of a proposed revision to the Personnel Commission Rules and Regulations Chapter 7, Section 2, Item 7.6 – Initial Placement. Brief discussion and recommendation followed. The item will be brought back for a second reading and/or approval at the next meeting. |
| INFORMATION/REPORTS | Classified Update Ms. Theus distributed the Classified Update. Brief discussion ensued regarding refining job descriptions. |

Comments from Commissioners

Mrs. Duren shared that the 4th session of the Merit Academy was upcoming. She noted that the program has been very worthwhile.

Mr. Wilson shared an award he received for his volunteer services at Los Amigos Elementary School.

RECESS TO CLOSED SESSION

Recess to closed session at 5:49 P.M.

A. With respect to every item of business to be discussed in closed session, pursuant to Government Code Section 54957

1. Confidential Employment Matters

RECONVENE TO OPEN SESSION

Reconvened to open session at 6:10 P.M.

REPORT OUT OF CLOSED SESSION

With no action taken, there is no report.

NEXT MEETING

The next regular meeting of the Personnel Commission is scheduled for May 08, 2019 at 5:30 P.M. in Room 125 at Site 18.

ADJOURNMENT

On a motion by Mrs. Thompson, the meeting was adjourned at 6:11 P.M.

Respectfully submitted,



Mary Theus
Interim Director, Personnel Commission

APPROVED:

Don Wilson, Chairperson

Deneese Thompson, Vice Chairperson

Kathleen Duren, Commissioner

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE May 05, 2019 _____ REPORT
TO: Personnel Commission _____ X ACTION
FROM: Mary Theus
Interim 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
May 8, 2019**

CLASSIFIED RECRUITMENT SUMMARY REPORT

| Job Classification | Open Date | Close Date | Written Exam Date | QAI Date | Number of Applicants | Number Passed MQs | Number Passed Written | Passed Performance | Number Passed QAI | Number Eligible | Effective Date | Expiration Date | Merged *Yes/No | Total # of Ranks |
|-----------------------|-----------|------------|-------------------|----------|----------------------|-------------------|-----------------------|--------------------|-------------------|-----------------|----------------|-----------------|----------------|------------------|
| Accounting Clerk II | 03/01/19 | 03/20/19 | 04/11/19 | 04/30/19 | 104 | 71 | 7 | 8 | 5 | 5 | 04/30/19 | 04/29/20 | *Yes | 5 |
| District Receptionist | 03/15/19 | 04/04/19 | 04/12/19 | 04/30/19 | 14 | 11 | 6 | 6 | 5 | 5 | 04/30/19 | 04/29/20 | No | 5 |
| | | | | | | | | | | | | | | |

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

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



Mary Theus
Interim Director, Personnel Commission

5/1/19

Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE May 05, 2019 _____ REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Interim 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 | 11/29/18 | 11/28/19 |
| | | |

RECOMMENDATION

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



PCASC ANNUAL MEMBERSHIP INVOICE

Invoice Number: 2019/20-036

April 10, 2019

Attention: Mary Theus, Interim Director

Palmdale USD
39139 10th Street East
Palmdale, CA. 93550

| <u>DESCRIPTION</u> | <u>UNIT PRICE</u> |
|--|-------------------|
| Annual Membership: Personnel Commissions Association of Southern California (PCASC) | \$100.00 |

Checks Only (No purchase orders, please) payable to:

Personnel Commissions Association of Southern California (PCASC)

Mailing Instructions:

Please, send check with copy of invoice to:

PCASC, Treasurer J Sergio Garcia
11909 Hawthorne Blvd, Suite #202
Hawthorne CA, 90250

For more information visit pcasc.meritsystem.org or email pcascsecretary@gmail.com

[Tax ID: 80-0925314]-TIN

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: May 8, 2019 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Interim Director, Personnel Commission

RE: SECOND READING AND APPROVAL: Proposed Revision to
Personnel Commission Rules and Regulations, Item 7.6

BACKGROUND

The Personnel Commission Rules and Regulations specifies the initial hiring pay rate for all new employees will be set at the first step of the salary range for the classification, except where efforts indicate difficulty in recruiting at that step or special qualifications exist.

STATUS

A change to Item 7.6, Chapter 7, Section 2, of the Personnel Commission Rules and Regulations is proposed in order to permit an accelerated initial salary rate to be set for Leadership Team classifications despite the exceptions. This change is now presented for a second reading and/or approval.

RECOMMENDATION

It is recommended that the Personnel Commission approve the proposed revision to the Personnel Commission Rules and Regulations, Chapter 7, Section 2, Item 7.6 as presented.

SECTION 2 APPLICATION OF SALARY SCHEDULE

ITEM 7.6 INITIAL PLACEMENT

All new employees shall be appointed at the hiring rate of the classification as approved by the Commission. The hiring rate shall be the first step of the salary range except for classifications where recruitment efforts have indicated difficulty in recruiting at that step. An accelerated hiring pay rate may be set, with the recommendation of the Superintendent and approval of the Board and Commission, at any step of the salary range of the classification.

A new employee may be hired into a step other than the first step, if the special qualifications are such that the services of the candidate could not be obtained without the higher rate of pay.

Notwithstanding the foregoing, upon recommendation of the Superintendent and approval by the Governing Board and Commission, the initial hiring rate of a new employee in a Leadership Team classification or employee promoted to a Leadership Team classification may be advanced beyond the first step of the salary range, but not to exceed the third step on the salary range.

SECOND READING AND/OR APPROVAL

Personnel Commission Regular Meeting
05/08/2019

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: May 08, 2019 X REPORT
TO: Personnel Commission ACTION
FROM: Mary Theus
Interim Director, Personnel Commission
RE: MONTHLY EXPENSES REVIEW

BACKGROUND

Attached are the expenses as captured by Infinite Visions for the dates listed at the top of the report. Expenses are categorized by Object code.

STATUS

This action supports student achievement by procuring supplies, materials, equipment and services while ensuring that district funds are being managed in accordance with all applicable state and federal laws and Board policy.

The Commissioners will review transactions entered into by the Personnel Commission Director or employees delegated with the authority to procure supplies, materials, apparatus, equipment, and services.

RECOMMENDATION

It is recommended that the Personnel Commission review the monthly expenses as presented by the attached report from Infinite Visions.

Palmdale School District

Personnel Commission 230

From Date: 4/1/2019

To Date: 4/30/2019

Fiscal Year: 2018-2019

| Account Number | Description | Budget | Adjustments | GL Budget | Range To Date | YTD | Balance | Encumbrance | Budget Bal | %Bud |
|--|-------------------------------|-----------------------|--|---------------------------|------------------|---------------|------------|-------------|------------|---------|
| 01.0.00000.0.00000.74400.4320. 23000000 | Supplies | \$8,800.00 | \$0.00 | \$8,800.00 | \$1,016.28 | \$3,599.93 | \$5,200.07 | \$943.78 | \$4,256.29 | 48.37% |
| Transaction Detail (Standard) | | | | | | | | | | |
| <u>Reference Number</u> | <u>Requisition Number</u> | <u>PO/Ship Number</u> | <u>Description</u> | <u>Name</u> | <u>Journal</u> | <u>Amount</u> | | | | |
| PINV0551809 | 94944 | 194751 | AP POSTING | SOUTHWEST SCHOOL & OFFICE | Accounts Payable | \$1,016.28 | | | | |
| | | | | | Detail Total: | \$1,016.28 | | | | |
| 01.0.00000.0.00000.74400.4380. 23000000 | Supplies-Technology | \$1,950.00 | \$0.00 | \$1,950.00 | \$0.00 | \$555.72 | \$1,394.28 | \$0.00 | \$1,394.28 | 71.50% |
| 01.0.00000.0.00000.74400.4420. 23000000 | Non Cap Asset | \$1,000.00 | \$0.00 | \$1,000.00 | \$0.00 | \$0.00 | \$1,000.00 | \$0.00 | \$1,000.00 | 100.00% |
| 01.0.00000.0.00000.74400.4480. 23000000 | Non Cap Asset Technology | \$17,671.00 | \$0.00 | \$17,671.00 | \$0.00 | \$15,182.97 | \$2,488.03 | \$0.00 | \$2,488.03 | 14.08% |
| 01.0.00000.0.00000.74400.5210. 23000000 | Mileage | \$2,000.00 | \$0.00 | \$2,000.00 | \$56.32 | \$313.94 | \$1,686.06 | \$0.00 | \$1,686.06 | 84.30% |
| Transaction Detail (Standard) | | | | | | | | | | |
| <u>Reference Number</u> | <u>Requisition Number</u> | <u>PO/Ship Number</u> | <u>Description</u> | <u>Name</u> | <u>Journal</u> | <u>Amount</u> | | | | |
| MAR19MILG | 0 | 0 | AP POSTING | THEUS, MARY | Accounts Payable | \$56.32 | | | | |
| | | | | | Detail Total: | \$56.32 | | | | |
| 01.0.00000.0.00000.74400.5220. 23000000 | Conferences/Mileage | \$13,451.00 | \$0.00 | \$13,451.00 | \$170.52 | \$9,670.01 | \$3,780.99 | \$40.98 | \$3,740.01 | 27.80% |
| Transaction Detail (Standard) | | | | | | | | | | |
| <u>Reference Number</u> | <u>Requisition Number</u> | <u>PO/Ship Number</u> | <u>Description</u> | <u>Name</u> | <u>Journal</u> | <u>Amount</u> | | | | |
| CF19142MI2 | 19161 | 19163 | AP POSTING | CONFERENCES | Accounts Payable | \$170.52 | | | | |
| | | | | | Detail Total: | \$170.52 | | | | |
| 01.0.00000.0.00000.74400.5310. 23000000 | District Membership | \$3,350.00 | \$0.00 | \$3,350.00 | \$0.00 | \$3,350.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 01.0.00000.0.00000.74400.5712. 23000000 | Direct Costs-Printing | \$2,000.00 | \$0.00 | \$2,000.00 | \$0.00 | \$416.00 | \$1,584.00 | \$0.00 | \$1,584.00 | 79.20% |
| 01.0.00000.0.00000.74400.5719. 23000000 | Direct Costs-Mailing Services | \$1,500.00 | \$0.00 | \$1,500.00 | \$69.14 | \$338.02 | \$1,161.98 | \$0.00 | \$1,161.98 | 77.47% |
| Transaction Detail (Standard) | | | | | | | | | | |
| <u>Reference Number</u> | <u>Requisition Number</u> | <u>PO/Ship Number</u> | <u>Description</u> | <u>Name</u> | <u>Journal</u> | <u>Amount</u> | | | | |
| 4836 | 0 | 0 | JE190490 POSTAGE CHARGEBACKS JANUARY 2019 | amodlin | Adjusting | \$28.99 | | | | |
| 4837 | 0 | 0 | JE190491 POSTAGE CHARGEBACKS FEBRUARY 2019 | amodlin | Adjusting | \$20.15 | | | | |
| 4838 | 0 | 0 | JE190492 POSTAGE CHARGEBACKS MARCH 2019 | amodlin | Adjusting | \$20.00 | | | | |
| | | | | | Detail Total: | \$69.14 | | | | |
| 01.0.00000.0.00000.74400.5810. 23000000 | Advertising - Legal | \$9,940.00 | \$0.00 | \$9,940.00 | \$154.80 | \$3,417.53 | \$6,522.47 | \$552.32 | \$5,970.15 | 60.06% |

Palmdale School District

Personnel Commission 230

From Date: 4/1/2019

To Date: 4/30/2019

Fiscal Year: 2018-2019

| Account Number | Description | Budget | Adjustments | GL Budget | Range To Date | YTD | Balance | Encumbrance | Budget Bal | %Bud |
|---|---------------------------|-----------------------|---------------------|---------------------------|---------------------|--------------------|---------------------|---------------------|--------------------|-----------------------------|
| Transaction Detail (Standard) | | | | | | | | | | |
| <u>Reference Number</u> | <u>Requisition Number</u> | <u>PO/Ship Number</u> | <u>Description</u> | <u>Name</u> | | <u>Journal</u> | <u>Amount</u> | | | |
| 300074029 | 96287 | 195886 | AP POSTING | A V PRESS | | Accounts Payable | \$154.80 | | | |
| | | | | | | Detail Total: | \$154.80 | | | |
| 01.0.00000.0.00000.74400.5822. | Legal Expenses | | \$152,559.00 | \$0.00 | \$152,559.00 | \$9,248.50 | \$43,015.80 | \$109,543.20 | \$21,984.20 | \$87,559.00 57.39% |
| 2300000 | | | | | | | | | | |
| Transaction Detail (Standard) | | | | | | | | | | |
| <u>Reference Number</u> | <u>Requisition Number</u> | <u>PO/Ship Number</u> | <u>Description</u> | <u>Name</u> | | <u>Journal</u> | <u>Amount</u> | | | |
| 629121 | 91247 | 191250 | AP POSTING | FAGEN FRIEDMAN & FULFROST | | Accounts Payable | \$9,248.50 | | | |
| | | | | | | Detail Total: | \$9,248.50 | | | |
| 01.0.00000.0.00000.74400.5828. | Software Support | | \$24,530.00 | \$0.00 | \$24,530.00 | \$0.00 | \$24,295.20 | \$234.80 | \$0.00 | \$234.80 0.96% |
| 2300000 | | | | | | | | | | |
| 01.0.00000.0.00000.74400.5830. | Consultants | | \$6,000.00 | \$0.00 | \$6,000.00 | \$0.00 | \$0.00 | \$6,000.00 | \$0.00 | \$6,000.00 100.00% |
| 2300000 | | | | | | | | | | |
| 01.0.00000.0.00000.74400.5890. | Other Operation Services | | \$800.00 | \$0.00 | \$800.00 | \$0.00 | \$0.00 | \$800.00 | \$600.00 | \$200.00 25.00% |
| 2300000 | | | | | | | | | | |
| 01.0.00000.0.00000.74400.5899. | Suspense | | \$11,445.00 | \$0.00 | \$11,445.00 | \$0.00 | \$0.00 | \$11,445.00 | \$0.00 | \$11,445.00 100.00% |
| 2300000 | | | | | | | | | | |
| Function: Personnel Commission - 74400 | | | \$753,401.00 | \$0.00 | \$753,401.00 | \$11,561.42 | \$429,631.49 | \$323,769.51 | \$24,121.28 | \$299,648.23 39.77 % |
| 01.0.00000.0.00000.82000.4320. | Supplies | | \$1,930.00 | \$0.00 | \$1,930.00 | \$1,394.29 | \$1,394.29 | \$535.71 | \$0.00 | \$535.71 27.76% |
| 2300000 | | | | | | | | | | |
| Transaction Detail (Standard) | | | | | | | | | | |
| <u>Reference Number</u> | <u>Requisition Number</u> | <u>PO/Ship Number</u> | <u>Description</u> | <u>Name</u> | | <u>Journal</u> | <u>Amount</u> | | | |
| 484788393 | 96147 | 195810 | AP POSTING | SUPPLYWORKS | | Accounts Payable | \$1,394.29 | | | |
| | | | | | | Detail Total: | \$1,394.29 | | | |
| 01.0.00000.0.00000.82000.4393. | Water, Bottled | | \$200.00 | \$0.00 | \$200.00 | \$0.00 | \$113.68 | \$86.32 | \$86.32 | \$0.00 0.00% |
| 2300000 | | | | | | | | | | |
| Function: Operations - 82000 | | | \$22,599.00 | \$0.00 | \$22,599.00 | \$1,430.06 | \$14,958.31 | \$7,640.69 | \$86.32 | \$7,554.37 33.43 % |
| Grand Total: | | | \$776,000.00 | \$0.00 | \$776,000.00 | \$12,991.48 | \$444,589.80 | \$331,410.20 | \$24,207.60 | \$307,202.60 39.59% |

End of Report