



Personnel Commission
AGENDA OF REGULAR MEETING
Wednesday, July 10, 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, Director, Personnel Commission

I. PRELIMINARY BUSINESS

ACTION
01-19/20

A. Approval of Regular Meeting Minutes – June 26, 2019

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
02-19/20

- A. Approval of Consent Agenda
 - 1. Ratification of Eligibility List
 - 2. Extension of Eligibility List(s)
 - 3. Nullification of Eligibility List(s)
 - 4. Ratification of Transfers

IV. UNFINISHED BUSINESS

None

V. NEW BUSINESS

ACTION

VI. INFORMATION/REPORTS

INFO

- A. Expenses Review:
 - 1. June, 2019
- B. Classified Update
- C. 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. 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. Confidential/Personnel Matters

X. DATE/TIME OF NEXT REGULAR PERSONNEL COMMISSION MEETING: August 14, 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 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 June 26, 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

A quorum was present.

STAFF PRESENT

Ms. Mary Theus, Director, Personnel Commission
Mrs. Susan McCormick, Administrative Secretary

PRELIMINARY BUSINESS

Mrs. Thompson moved to approve the minutes of the June 10, 2019, special 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.

Mrs. Duren moved to approve the minutes of the June 12, 2019, regular meeting, 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.

**PUBLIC COMMENTS CONCERNING
AGENDA ITEMS**

Patricia Ratcliff, School Secretary, addressed the Commission regarding the job description for Bilingual Typist Clerk. She recalled that in a recent CSEA Chapter 296 and Palmdale School District Joint Communique dated 6/04/19 the District agreed to present to the Personnel Commission both the Transportation Technician and the Bilingual Typist Clerk job description revisions. Since that time, the Bilingual Typist Clerk revision has not been presented. Ms. Ratcliff stressed that these revisions are necessary for the school sites and asked when the matter might be brought forward.

Lori Belcher, Custodian II, spoke about her recent change in status and return to her position of Custodian II. She expressed concern that proper procedures were not followed and asked that the matter be appropriately addressed.

Laura Escalante, District Translator, addressed the commission on behalf of herself and her co-workers. She first congratulated Mary Theus on her promotion to the Director position, and thanked the

Commissioners for their hard work toward internal equity of classified positions. Ms. Escalante went on to note that the job description for District Translator has never been updated and continues to be neglected. She pointed out several changes that need to be addressed and asked for consideration.

**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 Revision to Job Description:
Facilities Planning Technician**

Mrs. Duren moved to approve the revisions to the job description as presented, with Mrs. Thompson providing a second, and discussion was called for. In response to a question from Mrs. Duren, Ms. Theus clarified that the changes are only to the job description, with no changes being presented for salary. Mr. Wilson then called for the vote and the motion carried with a 3-0 vote: Duren – Aye; Thompson – Aye; Wilson – Aye.

**Approval of Revision to Job Description:
Transportation Technician**

Mrs. Duren moved to approve the revisions to the job description as presented, with Mrs. Thompson providing a second, and discussion was called for. Ms. Theus provided clarification that this is also presented with no proposed salary change. Mr. Wilson then called for the vote and the motion carried with a 3-0 vote: Duren – Aye; Thompson – Aye; Wilson – Aye.

**Approval of Revision to Job Description:
Substitute Early Childhood Education Teacher Assistant**

Mrs. Thompson moved to approve the revisions to the job description as presented, with Mrs. Duren providing a second, and discussion was called for. Ms. Theus provided clarification that these changes apply only to the substitute and not the permanent classification. Mr. Wilson then called for the vote and the motion carried with a 3-0 vote: Duren – Aye; Thompson – Aye; Wilson – Aye.

Approval of Attendance at CSPCA Annual Conference

Mrs. Thompson moved to approve the Commissioner & staff attendance at the conference, with Mrs. Duren providing a second,

and discussion was called for. It was noted that conference expenses would be higher than last year's due to the location. It was also noted that an offer to cover conference expenses, excluding transportation, for one attendee would be extended to the CSEA Executive Board. Ms. Theus will reach out to the District to discuss additional sponsorships. Mr. Wilson then called for the vote and the motion carried with a 3-0 vote: Duren – Aye; Thompson – Aye; Wilson – Aye.

Approval of Attendance at ACSA Personnel Administrators Academy
Mrs. Duren moved to approve the Ms. Theus' attendance at the ACSA Academy, 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.

INFORMATION/REPORTS

Classified Update

The Classified Update was not available.

Director, Personnel Commission

Ms. Theus shared that the Tamarisk Renaissance Model has been completed and all staff have been notified of their new assignments.

Comments From Commissioners

Mrs. Duren complimented the Personnel Commission staff on their great work.

RECESS TO CLOSED SESSION

Recess to closed session at 5:53 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
 2. Public Employee Evaluation – Interim Director, Personnel Commission

RECONVENE TO OPEN SESSION

Reconvened to open session at 7:20 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 July 10, 2019 at 5:30 P.M. in Room 125 at Site 18.

ADJOURNMENT

On a motion by Mrs. Duren, the meeting was adjourned at 7:23 P.M.

Respectfully submitted,



Mary Theus

Director, Personnel Commission

APPROVED:

Don Wilson, Chairperson

Deneese Thompson, Vice Chairperson

Kathleen Duren, Commissioner


**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
July 10, 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
Administrative Clerk I	05/15/19	06/04/19	06/12/19 06/20/19	NA	283	77	27	27	NA	27	06/24/19	06/23/20	No	17
Administrative Secretary	05/08/19	05/29/19	06/06/19	06/26/19	148	61	28	28	26	26	06/26/19	06/25/20	*Yes	16
Custodian II	04/25/19	05/15/19	05/29/19	06/25/19	24	17	15	NA	15	15	06/25/19	06/24/20	No	11

*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
Director, Personnel Commission

7/3/19

Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE July 10, 2019 _____ 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
Network Technician	01/17/18	7/16/19	01/16/20
Personnel Analyst	07/20/18	07/19/19	01/19/20

RECOMMENDATION

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

TRANSFERS AND REASSIGNMENTS

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Theus, Mary	06/11/19	From Personnel Analyst/Interim Director, Personnel Commission to Director, Replacement for Vicki Galli, Promotion Personnel Commission, 8.0 hrs/12 mo.	

Palmdale School District

Personnel Commission 230

From Date: 6/1/2019

To Date: 6/30/2019

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. 2300000	Supplies	\$8,800.00	\$0.00	\$8,800.00	\$74.96	\$3,870.36	\$4,929.64	\$294.81	\$4,634.83	52.67%
Transaction Detail (Standard)										
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount				
PINV0570016	96515	196197	AP POSTING	SOUTHWEST SCHOOL & OFFICE	Accounts Payable	\$74.96				
						Detail Total:	\$74.96			
Encumbrance Detail (Standard)										
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount				
0	91105	191192		STATER BROTHERS MARKETS		(\$378.64)				
0	96515	196197		SOUTHWEST SCHOOL & OFFICE		(\$74.96)				
						Detail Total:	(\$453.60)			
01.0.00000.0.00000.74400.4380. 2300000	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. 2300000	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. 2300000	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. 2300000	Mileage	\$2,000.00	\$0.00	\$2,000.00	\$67.63	\$457.78	\$1,542.22	\$0.00	\$1,542.22	77.11%
Transaction Detail (Standard)										
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount				
MAY19MILG	0	0	AP POSTING	THEUS, MARY	Accounts Payable	\$67.63				
						Detail Total:	\$67.63			
01.0.00000.0.00000.74400.5220. 2300000	Conferences/Mileage	\$13,451.00	\$0.00	\$13,451.00	\$169.36	\$10,015.69	\$3,435.31	\$1,595.84	\$1,839.47	13.68%
Transaction Detail (Standard)										
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount				
CF19142MI4	19161	19163	AP POSTING	CONFERENCES	Accounts Payable	\$169.36				
						Detail Total:	\$169.36			
Encumbrance Detail (Standard)										
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount				
0	19161	19163		CONFERENCES		(\$169.36)				
0	19260	19260		CONFERENCES		(\$40.98)				
						Detail Total:	(\$210.34)			
01.0.00000.0.00000.74400.5310. 2300000	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. 2300000	Direct Costs-Printing	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$446.00	\$1,554.00	\$0.00	\$1,554.00	77.70%

Palmdale School District

Personnel Commission 230

From Date: 6/1/2019

To Date: 6/30/2019

Fiscal Year: 2018-2019

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
01.0.00000.0.00000.74400.5719.23000000	Direct Costs-Mailing Services	\$1,500.00	\$0.00	\$1,500.00	\$16.00	\$372.17	\$1,127.83	\$0.00	\$1,127.83	75.19%

Transaction Detail (Standard)									
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount			
5845	0	0	JE190585 POSTAGE CHARGEBACKS MAY 2019	amodlin	Adjusting	\$16.00			
						Detail Total:	\$16.00		

01.0.00000.0.00000.74400.5810.23000000	Advertising - Legal	\$9,940.00	\$0.00	\$9,940.00	\$0.00	\$3,969.85	\$5,970.15	\$0.00	\$5,970.15	60.06%
01.0.00000.0.00000.74400.5822.23000000	Legal Expenses	\$152,559.00	\$0.00	\$152,559.00	\$0.00	\$47,589.40	\$104,969.60	\$17,410.60	\$87,559.00	57.39%
01.0.00000.0.00000.74400.5828.23000000	Software Support	\$24,530.00	\$0.00	\$24,530.00	\$0.00	\$24,295.20	\$234.80	\$0.00	\$234.80	0.96%
01.0.00000.0.00000.74400.5830.23000000	Consultants	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	100.00%
01.0.00000.0.00000.74400.5890.23000000	Other Operation Services	\$800.00	\$0.00	\$800.00	\$600.00	\$600.00	\$200.00	\$0.00	\$200.00	25.00%

Transaction Detail (Standard)									
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount			
9151	93492	193393	AP POSTING	SHREDS UNLIMITED	Accounts Payable	\$50.00			
9235	93492	193393	AP POSTING	SHREDS UNLIMITED	Accounts Payable	\$550.00			
9236	93492	193393	AP POSTING	SHREDS UNLIMITED	Accounts Payable	\$0.00			
						Detail Total:	\$600.00		

Encumbrance Detail (Standard)									
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount			
0	93492	193393		SHREDS UNLIMITED		(\$600.00)			
						Detail Total:	(\$600.00)		

01.0.00000.0.00000.74400.5899.23000000	Suspense	\$11,445.00	\$0.00	\$11,445.00	\$0.00	\$0.00	\$11,445.00	\$0.00	\$11,445.00	100.00%
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Function: Personnel Commission - 74400

		\$753,401.00	\$0.00	\$753,401.00	\$927.95	\$530,360.82	\$223,040.18	\$19,301.25	\$203,738.93	27.04 %
01.0.00000.0.00000.82000.2230.23000000	Custodian	\$11,658.00	\$0.00	\$11,658.00	\$0.00	\$9,981.00	\$1,677.00	\$0.00	\$1,677.00	14.38%

Encumbrance Detail (Standard)									
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount			
0	0	0	Custodian I	Hess, Alan		\$999.26			
						Detail Total:	\$999.26		

Palmdale School District

Personnel Commission 230

From Date: 6/1/2019

To Date: 6/30/2019

Fiscal Year: 2018-2019

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
01.0.00000.0.00000.82000.4320.23000000	Supplies	\$1,930.00	\$0.00	\$1,930.00	\$0.00	\$1,394.29	\$535.71	\$0.00	\$535.71	27.76%
01.0.00000.0.00000.82000.4393.23000000	Water, Bottled	\$200.00	\$0.00	\$200.00	\$19.60	\$164.64	\$35.36	\$20.05	\$15.31	7.66%
Transaction Detail (Standard)										
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount				
4449953060119	91183	191773	AP POSTING	SPARKLETTS	Accounts Payable	\$19.60				
						Detail Total:	\$19.60			
Encumbrance Detail (Standard)										
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount				
0	91183	191773		SPARKLETTS		(\$34.91)				
						Detail Total:	(\$34.91)			
Function: Operations - 82000										
		\$22,599.00	\$0.00	\$22,599.00	\$19.60	\$18,835.96	\$3,763.04	\$20.05	\$3,742.99	16.56 %
Grand Total:		\$776,000.00	\$0.00	\$776,000.00	\$947.55	\$549,196.78	\$226,803.22	\$19,321.30	\$207,481.92	26.74%

End of Report