



Personnel Commission
AGENDA OF REGULAR MEETING
Wednesday, June 13, 2018 - 5:30 P.M.
Site 18, Room 125
37230 37th Street East, Palmdale, CA 93550

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

I. PRELIMINARY BUSINESS

ACTION

- A. Approval of Meeting Minutes – May 23, 2018

78-17/18

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 List(s)
2. Ratification of Eligibility List – April 25, 2018
3. Nullification of Eligibility List(s)
4. Ratification of Transfers

79-17/18

64-17/18

IV. UNFINISHED BUSINESS

V. NEW BUSINESS

ACTION

- A. Second Reading and Approval of Revision to Personnel Commission Rules and Regulations Chapter 9, Section 1, Item 9.3.G
B. Approval of Annual Software License Renewal:
2018-2019 NEOGOV Insight Enterprise & OPAC
C. Approval of 2018-2019 Membership Renewal:
Personnel Commissioners Association of Southern California (PCASC)

80-17/18

81-17/18

82-17/18

VI. INFORMATION/REPORTS

Info Only

- A. Monthly 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 Employee: Discipline/Dismissal/Release

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 Employee: Discipline/Dismissal/Release

X. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: June 27, 2018 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 May 23, 2018 Regular Meeting

CALL TO ORDER	Chairperson Kathleen Duren called the meeting to order at 5:30 p.m., followed by the Pledge of Allegiance led by Mrs. Duren.
MEMBERS PRESENT	Mrs. Kathleen Duren, Chairperson Mr. Don Wilson, Vice Chairperson Mrs. Deneese Thompson, Commissioner A quorum was present
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 May 9th, 2018 meeting, with Mr. Wilson providing a second, and discussion was called for. Hearing none, Mrs. Duren called for the vote, and the motion passed unanimously.
PUBLIC COMMENTS CONCERNING AGENDA ITEMS	No comments.
PUBLIC COMMENTS CONCERNING NON-AGENDA ITEMS	No comments.
CONSENT AGENDA	Mr. Wilson moved to approve the Consent Agenda as presented, with Mrs. Thompson providing a second, and discussion was called for. Hearing none, Mrs. Duren called for the vote, and the motion passed unanimously.
UNFINISHED BUSINESS	None.
NEW BUSINESS	Approval of Agreement for Services – Hearing Officer Mrs. Thompson moved to approve the Agreement for Services, with Mr. Wilson providing a second, and discussion was called for. After brief discussion regarding expense guidelines, Mrs. Duren called for the vote and the motion passed unanimously.
INFORMATION / REPORTS	First Reading – Revision to Personnel Commission Rules and Regulation: Chapter 9, Section 1, Item 9.3 G The referenced section was read with Ms. Theus clarifying the highlighted changes. The item will be presented for a second reading and/or approval at the next scheduled meeting. Classified Update Ms. Theus distributed the Classified Update.

Interim Director, Personnel Commission

On behalf of the Commission, Ms. Theus extended congratulations to the Classified Site and District Employees of the Year. They were recognized at the Board Meeting on May 15th. Astrid Cante, CSEA Chapter President, was one of three District office employees recognized, and she is featured in the newsletter that Ms. Theus provided.

Comments from Commissioners

Mr. Wilson reported that he has been working on his Target Solutions training sessions.

Mrs. Duren shared information about a school safety training she had recently attended. The benefits of ALICE training both online and in person were discussed.

RECESS TO CLOSED SESSION

Recess to closed session at 5:59 P.M.

RECONVENE TO OPEN SESSION

Reconvened to open session at 7:17 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 June 13, 2018 at 5:30 P.M. in Room 125 at Site 18.

ADJOURNMENT

Mrs. Thompson moved to adjourn the meeting, with Mr. Wilson providing a second. Meeting was adjourned at 7:18 P.M.

Respectfully submitted,



Mary Theus
Interim Director, Personnel Commission

APPROVED:

Kathleen Duren, Chairperson

Don Wilson, Vice Chairperson

Deneese Thompson, Commissioner



Palmdale School District

Launching a lifetime of learning

Personnel Commission

37230 37th Street East
Palmdale, CA 93550
661.285.2902
661.285.2137 Fax

www.palmdalesd.org
Kathleen Duren, Commissioner
Deneese Thompson, Commissioner
Don Wilson, Commissioner
Mary Theus, Interim Director

Classified Update for May 23, 2018

1. Testing Status:

Administrative Clerk I	Performance/written 05/15/18 and 05/16/18, added 5/18/18
Bilingual Typist Clerk	QAI scheduled 06/06/18
Campus Security Assistant	QAI scheduled 06/14/18
Crossing Guard	Written exam 05/29/18
Maintenance Worker II	Written exam 05/22/18
Personnel Analyst	Performance/written 05/30/18

2. Postings:

Bilingual ECE Teacher Assistant	Continuous
Director – Child Nutrition	Closes 06/07/18
ECE Teacher Assistant	Continuous
Executive Assistant-Confidential	Closes 06/12/18
Executive Assistant-Non Confidential	Closes 06/12/18
Occupational Therapist	Continuous
Paraeducator Certified Interpreter	Continuous
Paraeducator Certified Interpreter II	Continuous

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE June 13, 2018 _____ 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.

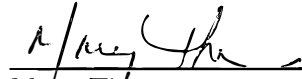
**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
June 13, 2018**

CLASSIFIED RECRUITMENT SUMMARY REPORT

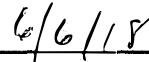
Job Classification	Open Date	Close Date	Written Exam Date	QAI Date	Number of Applicants	Number Passed MQs	Number Passed Written	Passed Performance	Number Passed QAI	Number Eligible	Effective Date	Expiration Date	Merged *Yes/No	Total # of Ranks (Incl. merged)
Crossing Guard	05/02/18	5/22/18	05/29/18	NA	56	46	28	NA	NA	28	05/29/18	05/28/19	*Yes	10

*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



Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE April 25, 2018 _____ 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
April 25, 2018**

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 (Incl. merged)
Benefits/Payroll Clerk	02/26/18	03/16/18	03/27/18, 03/28/18	4/13/18	120	55	10	10	9	9	04/13/18	04/12/18	No	9
ECE Teachers Assistant	01/26/18	02/28/18	03/30/18	04/16/18	42	1	1	NA	1	1	04/19/18	04/18/19	*Yes	9
ECE Teachers Assistant	03/02/18	03/30/18	03/30/18	04/16/18	33	3	3	NA	3	3				
Fingerprint Technician	10/12/17	11/01/17	11/08/17	03/08/18	22	17	15	NA	14	14	03/08/18	03/07/19	No	13
Instructional Assistant I	02/09/18	03/02/18	03/07/18, 03/09/18	NA	57	56	37	NA	NA	37	03/09/18	03/08/19	*Yes	12
Paraeducator/LVN	02/07/18	02/28/18	03/06/18	03/15/18	32	22	11	NA	10	10	03/15/18	03/14/19	No	6

*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

4/18/18

Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE June 13, 2018 _____ 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
Crossing Guard	04/04/18	04/03/19

RECOMMENDATION

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

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE June 13, 2018 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Interim Director, Personnel Commission

RE: RATIFICATION OF TRANSFER(S)

STATUS

As provided for in the Personnel Commission Rules and Regulations Section 4, Item 6.18B and in the collective bargaining agreement Article 7.1, 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

<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a. Gonzalez, Stacy	4/30/2018	Instructional Assistant I from (YU) to (CM), 5.75 hours/182 days	Voluntary Transfer Replacement for Karen Nunez Cipriano
b. Lawson, Amy Jo	5/1/2018	From Special Education Instructional Assistant I to Special Education Instructional Assistant II	Completion of Coursework
c. Powell, Stephanie	4/27/2018	Child Nutrition Manager from (MQ) to (GP), 8.0 hours/10 month	Voluntary Transfer Replacement for Valerie Economu

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE June 13, 2018 X REPORT
TO: Personnel Commission ACTION
FROM: Mary Theus
Interim Director, Personnel Commission
RE: SECOND READING AND APPROVAL– PROPOSED REVISION TO PERSONNEL
COMMISSION RULES AND REGULATIONS: ITEM 9.3 HEARING PROCEDURE

BACKGROUND

An update of the Personnel Commission Rules and Regulations is presented to assure it is compliant with the Education Code. The proposed revision clarifies the role of a hearing officer.

STATUS

Item 9.3, Section G of the Personnel Commission Rules and Regulations requires revision to clearly specify the authority of a hearing officer in order be compliant with the Education Code. The recommended changes are now presented for a second reading and/or approval.

RECOMMENDATION

It is recommended that the Personnel Commission approve the proposed revision to update the Personnel Commission Rules and Regulations, Item 9.3, Section G, as presented.

MT:smc
80-17/18

ITEM 9.3 HEARING PROCEDURE

- A. The Personnel Commission may conduct hearings of appeals or may appoint a hearing officer to conduct the hearing and report findings and recommendations to the Commission. If the Personnel Commission orders a hearing, said hearing shall be held in closed session. The employee shall be given written notice of the right to have the complaints or charges heard in an open session rather than closed session pursuant to Government Code section 54957. The notice shall be delivered to the employee personally or by mail at least twenty-four (24) hours before the time for holding the closed session.
- B. Hearings shall be conducted in the manner most conducive to determination of the truth, and neither the Commission nor its hearing officer shall be bound by technical rules of evidence. Decisions made by the Commission shall not be invalidated by any informality in the proceedings.
- C. The Personnel Commission or its hearing officer shall determine the relevancy, weight, and credibility of testimony and evidence. It shall base its findings on the preponderance of evidence.
- D. Each side will be permitted an opening statement (District first) and closing arguments (employee first). The District shall first present witnesses and evidence to sustain the charges and the employee will then present witnesses and evidence in defense.
- E. Each side will be allowed to examine and cross-examine witnesses.
- F. Both the District and the employee must present their appeal case. The employee may provide their own legal counsel or any other designated person (at their own expense), and/or be provided Union representation. If Union representation is accepted by the employee, the Union must notify the Personnel Commission Director of the Union representatives representing the employee within 14 calendar days of the appeal hearing to assure that Union representatives are released from their District duties to attend the appeal hearing. The maximum number of persons representing each side is three. The employee must attend the appeal hearing, even if the employee's representatives appear on their behalf. If the employee fails to appear, the employee will be deemed to have forfeited all rights to further appeal and the Personnel Commission shall sustain the Board's disciplinary action.
- G. The Commission or the appointed hearing officer may, (and shall, if requested by the District or the employee) subpoena witnesses, require attendance of witnesses, require the production of records or other material evidence, and cause depositions of witnesses to be taken. Witness lists must be provided to the Personnel Commission Director two (2) calendar weeks prior to the appeal hearing.
- H. The Commission may, prior to or during a hearing, grant a continuance for any reason it believes to be important to reaching a fair and proper decision.

- I. Whether the hearing is held in a public or Executive Session, the Commission, after it concludes the hearing, may deliberate in Executive Session. Only Commissioners, appointed counsel, and the Director of the Personnel Commission shall be permitted to participate in the deliberations. The Personnel Commission Director or any Personnel Commission staff shall be barred from the Commission's final deliberations if served in the proceedings as a substantial witness.
- J. The Commission shall render its judgment in an open session at the next month's regularly scheduled Personnel Commission meeting.
- K. The Commission may sustain or reject any or all of the charges filed against the employee. It may sustain, reject, or modify the disciplinary action invoked against the employee. It may not provide for discipline more stringent than that invoked by the Board.
- L. The Commission order of judgment will be filed with the Governing Board and the charged employee and shall set forth its findings and decision. If a dismissal is not sustained, its order shall set forth the effective date the employee is to be reinstated which may be any time on or after the date of disciplinary action.

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE June 13, 2018 _____ REPORT

TO: Personnel Commission ___X___ ACTION

FROM: Mary Theus
Interim Director, Personnel Commission

RE: APPROVAL OF ANNUAL SOFTWARE LICENSE RENEWALS:
NEOGOV INSIGHT ENTERPRISE AND OPAC

BACKGROUND

The NEOGOV Applicant Tracking System continues to be used to facilitate the application and examination processes. The OPAC module from Biddle Consulting integrates the examination components. The District pays for half of the NEOGOV Insight Enterprise Software license.

STATUS

The NEOGOV and OPAC modules will continue to be used to track the online application process and integrate the examination modules. The invoices for the annual software licenses are attached. The license fee renewal for NEOGOV is a 5% increase from last year's rate.

RECOMMENDATION

It is recommended that the Personnel Commission approve the expenses to renew the annual software licenses for NEOGOV and OPAC.



Sales Order

Governmentjobs.com, Inc.
300 Continental Blvd
Suite 565
El Segundo CA 90245

Bill To

Vicki Galli
Palmdale USD, (CA)
39139 North 10th Street East
Palmdale CA 93550
United States

Date 7/1/2018
Number SO9096

Due Date
Terms Net 30
P.O. No.

Item	Description	Period Covered	Amount
IE - Renewal	Insight Enterprise Software License	8/1/2018 - 7/31/2019	25,357.50

Total \$25,357.50

Start Date

End Date



Invoice

Governmentjobs.com, Inc.
300 Continental Blvd
Suite 565
El Segundo CA 90245

Bill To

Vicki Galli
Palmdale USD, (CA)
39139 North 10th Street East
Palmdale CA 93550
United States

Date	6/30/2018
Number	INV24286
Due Date	7/30/2018
Terms	Net 30
P.O. No.	

Item	Description	Period Covered	Amount
Biddle Software - Renewal	Biddle Software License	7/31/2018 - 7/30/2019	2,761.00

Thank you for your business!

Please note remittance information below.

Total	2,761.00
Amount Due	\$2,761.00

To view and download a copy of our W9 please visit www.neogov.com/w-9

NEOGOV

Payments Online

To pay via credit card, please login to our Netsuite Customer Billing Center. If you do not have access to our Customer Center, please email us at accounting@neogov.com or call 310.426.6304 for assistance.

Payments by Wire:

Silicon Valley Bank
Account #: 3302022848
Account Name: Governmentjobs.com, Inc.
Bank Routing No.: 121140399
Swift Code: SVBKUS6SIBO

Remittance Slip

Customer	Palmdale School District (...)
Invoice #	INV24286
Amount Due	\$2,761.00
Amount Paid	

Make Checks Payable To

NEOGOV
Governmentjobs.com, Inc.
300 Continental Blvd
Suite 565
El Segundo CA 90245

Transaction ... INV24249

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE June 13, 2018 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Interim Director, Personnel Commission

RE: 2018-2019 MEMBERSHIP RENEWAL
PERSONNEL COMMISSIONERS ASSOCIATION OF SOUTHERN CALIFORNIA (PCASC)

BACKGROUND

The Palmdale School District is a merit district, and the Personnel Commissioners Association of Southern California (PCASC) is an organization which perpetuates the concept of the merit system. As a member, we receive valuable information pertinent to merit system functions.

STATUS

Membership in the Association will expire June 30, 2018. The annual membership was stable at \$40 for a number of years. Beginning the 2018-2019 year, the membership fee will increase to \$100.

RECOMMENDATION

It is recommended that the Personnel Commission approve membership in the Personnel Commissioners Association of Southern California (PCASC) for the 2018-2019 school year.



PCASC ANNUAL MEMBERSHIP INVOICE

Invoice Number: 2018/19-035

May 24, 2018

Ms. Vicki Galli, Director of Personnel Commission
Palmdale School District
37230 37th Street East
Site 18 – Room 122
Palmdale, CA 93550

Description

Unit Price

Annual Membership:

Personnel Commissioners Association

of Southern California (PCASC)

\$100.00

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

Personnel Commissioners Association of Southern CA (PCASC)

Please send check with copy of invoice to:

PCASC Treasurer A. Perez

1012 W. Beverly Blvd #341

Montebello, CA 90640

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

[Tax ID: 80-0925314] – TIN

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: June 13, 2018 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: 5/1/2018

To Date: 5/31/2018

Fiscal Year: 2017-2018

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	\$11,450.00	\$0.00	\$11,450.00	\$1,444.18	\$6,059.55	\$5,390.45	\$476.50	\$4,913.95	42.92%

Transaction Detail (Standard)										
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount				
5022018	6	11	AP POSTING	VINCE'S PASTA & PIZZA	Accounts Payable	\$23.37				
PINV0418907	86055	185511	AP POSTING	SOUTHWEST SCHOOL & OFFICE	Accounts Payable	\$27.36				
PINV0420266	86055	185511	AP POSTING	SOUTHWEST SCHOOL & OFFICE	Accounts Payable	\$1,393.45				
Detail Total:						\$1,444.18				

01.0.00000.0.00000.74400.4380. 2300000	Supplies-Technology	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
01.0.00000.0.00000.74400.4399. 2300000	Holding	\$41,476.00	\$0.00	\$41,476.00	\$0.00	\$0.00	\$41,476.00	\$0.00	\$41,476.00	100.00%
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	\$6,500.00	\$0.00	\$6,500.00	\$0.00	\$4,216.12	\$2,283.88	\$0.00	\$2,283.88	35.14%
01.0.00000.0.00000.74400.5210. 2300000	Mileage	\$2,000.00	\$0.00	\$2,000.00	\$51.99	\$681.75	\$1,318.25	\$0.00	\$1,318.25	65.91%

Transaction Detail (Standard)										
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount				
APR2018MILG	0	0	AP POSTING	THEUS, MARY	Accounts Payable	\$51.99				
Detail Total:						\$51.99				

01.0.00000.0.00000.74400.5220. 2300000	Conferences/Mileage	\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$10,777.67	\$7,222.33	\$819.11	\$6,403.22	35.57%
01.0.00000.0.00000.74400.5310. 2300000	District Membership	\$3,290.00	\$0.00	\$3,290.00	\$0.00	\$3,290.00	\$0.00	\$0.00	\$0.00	0.00%
01.0.00000.0.00000.74400.5712. 2300000	Direct Costs-Printing	\$1,960.00	\$0.00	\$1,960.00	\$0.00	\$900.80	\$1,059.20	\$0.00	\$1,059.20	54.04%
01.0.00000.0.00000.74400.5719. 2300000	Direct Costs-Mailing Services	\$2,000.00	\$0.00	\$2,000.00	\$35.11	\$494.35	\$1,505.65	\$0.00	\$1,505.65	75.28%

Transaction Detail (Standard)										
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount				
5149	0	0	JE180659 POSTAGE CHARGEBACKS APRIL 2018	amodlin	Adjusting	\$35.11				
Detail Total:						\$35.11				

01.0.00000.0.00000.74400.5810. 2300000	Advertising - Legal	\$10,000.00	\$0.00	\$10,000.00	\$147.81	\$2,352.95	\$7,647.05	\$878.77	\$6,768.28	67.68%
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Transaction Detail (Standard)										
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount				
312415	85666	185101	AP POSTING	A V PRESS	Accounts Payable	\$147.81				
Detail Total:						\$147.81				

Palmdale School District

Personnel Commission 230

From Date: 5/1/2018

To Date: 5/31/2018

Fiscal Year: 2017-2018

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>	
5296	0	0	ZHRSE4T001		dlvanholton		Adjusting		\$7.42	
5407	0	0	ZHRSE4U001		dlvanholton		Adjusting		\$6.55	
							Detail Total:		\$13.97	
01.0.00000.0.00000.82000.3412.	H/W Benefits,Class	\$0.00	\$0.00	\$0.00	\$402.11	\$3,601.61	(\$3,601.61)	\$0.00	(\$3,601.61)	0.00%
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>	
5296	0	0	ZHRSE4T001		dlvanholton		Adjusting		\$402.11	
							Detail Total:		\$402.11	
01.0.00000.0.00000.82000.3512.	SUI, Class	\$0.00	\$0.00	\$0.00	\$0.47	\$5.03	(\$5.03)	\$0.00	(\$5.03)	0.00%
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>	
5296	0	0	ZHRSE4T001		dlvanholton		Adjusting		\$0.25	
5407	0	0	ZHRSE4U001		dlvanholton		Adjusting		\$0.22	
							Detail Total:		\$0.47	
01.0.00000.0.00000.82000.3612.	W/C, Class	\$0.00	\$0.00	\$0.00	\$25.94	\$261.64	(\$261.64)	\$0.00	(\$261.64)	0.00%
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>	
5296	0	0	ZHRSE4T001		dlvanholton		Adjusting		\$25.94	
							Detail Total:		\$25.94	
01.0.00000.0.00000.82000.3712.	Retiree Benefits. Class	\$0.00	\$0.00	\$0.00	\$32.17	\$324.51	(\$324.51)	\$0.00	(\$324.51)	0.00%
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>	
5296	0	0	ZHRSE4T001		dlvanholton		Adjusting		\$32.17	
							Detail Total:		\$32.17	
01.0.00000.0.00000.82000.3752.	OPEB Active Emp, Class	\$0.00	\$0.00	\$0.00	\$48.35	\$435.17	(\$435.17)	\$0.00	(\$435.17)	0.00%
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>	
5296	0	0	ZHRSE4T001		dlvanholton		Adjusting		\$48.35	
							Detail Total:		\$48.35	
01.0.00000.0.00000.82000.4320.	Supplies	\$2,000.00	\$0.00	\$2,000.00	\$349.83	\$1,743.77	\$256.23	\$0.00	\$256.23	12.81%
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>	
438463945	86077	185575	AP POSTING		SUPPLYWORKS		Accounts Payable		\$324.03	
439367186	86077	185575	AP POSTING		SUPPLYWORKS		Accounts Payable		\$25.80	
							Detail Total:		\$349.83	

Palmdale School District

Personnel Commission 230

From Date: 5/1/2018

To Date: 5/31/2018

Fiscal Year: 2017-2018

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
01.0.00000.0.00000.74400.5822.2300000	Legal Expenses	\$46,273.00	\$0.00	\$46,273.00	\$3,276.00	\$14,446.00	\$31,827.00	\$31,827.00	\$0.00	0.00%

Transaction Detail (Standard)									
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount			
575121	82548	182315	AP POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$1,302.00			
575122	82548	182315	AP POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$1,974.00			
Detail Total:						\$3,276.00			

01.0.00000.0.00000.74400.5828.2300000	Software Support	\$27,375.00	\$0.00	\$27,375.00	\$0.00	\$26,065.00	\$1,310.00	\$0.00	\$1,310.00	4.79%
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01.0.00000.0.00000.74400.5830.2300000	Consultants	\$6,400.00	\$0.00	\$6,400.00	\$0.00	\$0.00	\$6,400.00	\$0.00	\$6,400.00	100.00%
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01.0.00000.0.00000.74400.5890.2300000	Other Operation Services	\$1,350.00	\$0.00	\$1,350.00	\$0.00	\$400.00	\$950.00	\$950.00	\$0.00	0.00%
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Function: Personnel Commission - 74400

		\$784,719.00	\$0.00	\$784,719.00	\$46,012.26	\$552,731.88	\$231,987.12	\$34,951.38	\$197,035.74	25.11 %
01.0.00000.0.00000.82000.2230.2300000	Custodian @ Personnel Commission	\$0.00	\$0.00	\$0.00	\$957.58	\$9,575.80	(\$9,575.80)	\$0.00	(\$9,575.80)	0.00%

Grand Total:		\$786,869.00	\$0.00	\$786,869.00	\$48,059.00	\$571,154.77	\$215,714.23	\$34,951.38	\$180,762.85	22.97%
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End of Report