



Personnel Commission
AGENDA OF REGULAR MEETING
Wednesday, August 08, 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 – July 11, 2018

05-18/19

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 List
 - 2. Nullification of Eligibility List(s)

06-18/19

IV. UNFINISHED BUSINESS - None

V. NEW BUSINESS

ACTION

- A. Approval of Salary Increase – Substitute Custodian

07-18/19

VI. INFORMATION/REPORTS

Info Only

- 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 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: August 22, 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 July 25, 2018 Scheduled Meeting

CALL TO ORDER	The meeting was called to order by Chairperson Kathleen Duren at 5:30 P.M., followed by the Pledge of Allegiance led by Don Wilson.
MEMBERS PRESENT	Mrs. Kathleen Duren, Chairperson Mr. Don Wilson, Vice Chairperson Mrs. Denéese 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 June 13, 2018 meeting, with Mrs. Duren providing a second. Mrs. Duren called for discussion, and hearing none, she called for the vote. The motion passed. Ayes: Duren, Thompson, Abstention: Wilson (due to absence at the June 13 th meeting)
PUBLIC COMMENTS CONCERNING AGENDA ITEMS	Astrid Cante, CSEA Chapter President, spoke about the Janus court decision and its impact on new-hires receiving union membership information from the District. She stressed that the decision does not prohibit the District from providing union membership enrollment forms to new-hires. It is CSEA leadership's responsibility to meet with new employees to inform them of union benefits, but the enrollment card can still be provided, and she encouraged the Commission to continue to do so.
PUBLIC COMMENTS CONCERNING NON-AGENDA ITEMS	None.
CONSENT AGENDA	Mr. Wilson moved to approve the Consent Agenda, with Mrs. Thompson providing a second. The motion passed unanimously.
UNFINISHED BUSINESS	None.
NEW BUSINESS	None.
DISCUSSION ITEM	Discussion was held regarding the impact of the Janus Court decision with regard to CSEA membership enrollment for new hires. Mrs. Duren noted the thin line in the verbiage of the Court decision and Senate Bill 866, and communicated her extensive research on this matter.

She indicated the Commission has taken into account the views of both the District and CSEA. After lengthy discussion regarding the Court ruling, the topic will be re-examined at a future meeting to determine the Personnel Commission's course of action.

INFORMATION / REPORTS

Expenses Review

The Commission reviewed the expenses for the month of June. Ms. Theus noted that this is not a final accounting of the fiscal year, as the year-end closing is not complete.

Classified Update

Ms. Theus distributed the Classified Update for review. In response to a question from Mr. Wilson, Ms. Theus noted that the PC is not currently testing for multiple classifications in one session, and that there is a presentation pending that will provide more detail about the testing process. She also indicated that the use of Chromebooks in the testing process is pending clarification.

Interim Director, Personnel Commission

Ms. Theus shared her experience at the recent Management Retreat. Activities included interactive exercises as part of "Capturing Kids' Hearts" by the Flippen Group. Also included was a rotation tour of each department to share pertinent information.

Ms. Theus also reported on a recent LACOE presentation on the BEST Project that she and Elvira Cova, Personnel Analyst, attended. The presentation provided an overview of the new HRS system soon to be implemented.

Comments From Commissioners

Mrs. Thompson remarked that it looks like things are on target for the start of the school year. In response to a staffing question, Mrs. Theus indicated that key positions are well covered.

Mrs. Duren expressed her appreciation to the PC staff for their continuing hard work.

RECESS TO CLOSED SESSION

Recessed at 6:09 P.M.

RECONVENE TO OPEN SESSION

Reconvened at 6:55 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 August 08, 2018 at 5:30 P.M. in Room 125 at Site 18.

ADJOURNMENT

On a motion made by Mr. Wilson and seconded by Mrs. Thompson, the meeting was adjourned at 6:56 P.M.

Respectfully submitted,



Mary Theus
Interim Director, Personnel Commission

APPROVED:

Kathleen Duren, Chairperson

Don Wilson, Vice Chairperson

Deneese Thompson, Commissioner



Classified Update for July 25, 2018

1. Testing Status:

Assistant Director, Human Resources	SME ratings pending
Bilingual School Secretary	QAI pending
Credentials Analyst	Performance/written exam pending
Director Child Nutrition	QAI 07/27/18
Executive Assistant-Confidential	Performance/written exam pending
Executive Assistant-Non Confidential	Performance/written exam pending
Health Technician LVN	QAI pending
Paraeducator Certified Interpreter I/II	QAI pending
Social Emotional Learning Specialist	QAI pending
Technology Support Liaison	Written exam pending
Technology Support Specialist	QAI pending
Warehouse Worker/Delivery Driver II	Written exam 07/26/18

2. Postings:

Bilingual ECE Teacher Assistant	Continuous
ECE Teacher Assistant	Continuous
Mental Health-Intensive Case Manager	Closes 08/09/18

Occupational Therapist	Continuous
Paraeducator Certified Interpreter	Continuous
Paraeducator Certified Interpreter II	Continuous

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE August 08, 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
August 8, 2018**

CLASSIFIED RECRUITMENT SUMMARY REPORT

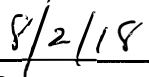
Job Classification	Open Date	Close Date	Written Exam Date	QAI Date	Number of Applicants	Number Passed MQs	Number Passed Written	Passed Performance	Number Passed QAI	Number Eligible	Effective Date	Expiration Date	Merged *Yes/No	Total # of Ranks (Incl. merged)
Bilingual ECE Teacher Assistant	07/03/18	07/18/18	07/18/18	07/24/18	18	3	2	NA	1	1	07/25/18	07/24/19	*Yes	5
Bilingual ECE Teacher Assistant	05/23/18	06/30/18	07/09/18	07/24/18	35	4	2	NA	2	2				
Custodian I	06/01/18	06/21/18	06/28/18	NA	279	62	52	NA	NA	52	07/26/18	07/25/19	No	15
Director – Child Nutrition	05/07/18	06/07/18	07/12/18	07/27/18	11	3	3	NA	3	3	07/27/18	07/26/19	No	3
ECE Teacher Assistant	07/03/18	07/18/18	07/18/18	07/24/18	27	2	1	NA	1	1	07/25/18	07/24/19	*Yes	9
ECE Teacher Assistant	05/09/18	06/30/18	07/09/18	07/24/18	56	5	2	NA	2	2				

*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 August 08, 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
Bilingual ECE Teacher Assistant	06/08/18	06/07/19
ECE Teacher Assistant	06/08/18	06/07/19

RECOMMENDATION

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

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE August 8, 2018 _____ REPORT
TO: Personnel Commission _____ X ACTION
FROM: Mary Theus
Interim Director, Personnel Commission
RE: APPROVAL OF SALARY INCREASE – SUBSTITUTE CUSTODIAN

BACKGROUND

A job description is currently in place for Substitute Custodian to provide temporary services in the event of an absent Custodian. The current salary schedule placement at \$11.00 per hour requires an adjustment to remain competitive.

STATUS

The District has expressed concern regarding the retention of substitute employees to maintain a clean and safe working environment for the schools. In order for the District to remain competitive, a salary increase is proposed. In doing so, the District will be able to retain a sufficient pool of substitutes to provide services in the event substitute coverage is needed.

The proposed salary recommendation of \$16.00 per hour will meet the District's needs in this area.

RECOMMENDATION

It is recommended that the Personnel Commission approve the proposed salary for Substitute Custodian, as presented. The job description remains unchanged.

SUBSTITUTE CUSTODIAN

~~SALARY RANGE~~

~~\$11.00 Hourly~~

Class Code: 621045

Bargaining Unit: Not Eligible

PROPOSED SALARY RANGE

\$16.00 Hourly

DEFINITION:

Under the direction of the Director of Maintenance and Operations, or designee, perform clean routine custodial activities during afternoon and evening hours at an assigned school site or facility to maintain buildings, office space and adjacent grounds areas in a clean, orderly and secure condition.

EXAMPLE OF DUTIES:

Duties may include, but are not limited to:

1. Perform routine custodial activities during afternoon and evening hours at an assigned school site or facility; sweep, scrub, dust mop, wax, buff and polish floors; vacuum rugs and carpets in classrooms, offices, multi-purpose rooms and other work areas; spot clean and shampoo carpets.
2. Clean classrooms, cafeterias, lounges, offices and other facilities as assigned; empty and clean waste receptacles; spot mop spills and remove gum, graffiti and debris.
3. Clean and disinfect drinking fountains assigned and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile and windows; unclog drains and toilets as necessary.
4. Clean chalkboards and erasers and empty pencil sharpeners; wash windows and walls
5. Moving, assembling up and arranging furniture, supplies and equipment in preparing classrooms and multi-purpose rooms for special events, track changes or meetings.
6. Replace light bulbs and lighting tubes; dust wash and polish furniture and woodwork and make minor, non-technical repairs as needed.
7. Lock and unlock doors and windows gates; maintain tight security of school property according to established guidelines; observe assigned areas to prevent vandalism; set site security system.
8. Report vandalism, safety, sanitary and fire hazards to appropriate authority; report supervisor need for maintenance repairs to appropriate authority.
9. Assist in maintaining inventory, ordering and stocking custodial supplies for the assigned site.
10. Pick up paper, trash and debris around school grounds and in buildings; sweep and clean walkways and entrances
11. Operate cleaning equipment such as vacuums, buffer and polisher, scrubbers, and other cleaning equipment as assigned.
12. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

1. Basic methods, materials, tools and equipment used in custodial work.
2. Proper methods of storing equipment, materials and supplies.
3. Proper lifting techniques.
4. Safe work practices.
5. Basic handling hazardous materials.

Ability to:

1. Perform custodial activities at an assigned school site or facility to maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.
2. Learn requirements of maintaining District buildings in a safe, clean and orderly condition.
3. Use cleaning materials, equipment and methods according to predetermined standards.
4. Learn appropriate safety precautions and procedures.
5. Inspect and assure the security of facilities during assigned shift.
6. Maintain tools and equipment signed in clean working order.
7. Perform minor non-technical repairs.
8. Observe and report need for maintenance and repair.
9. Understand and follow oral and written directions.
10. Meet schedules and timelines.
11. Communicate effectively with those contacted during the course of work.
12. Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION:

Any combination equivalent to: graduation from high school and sufficient training and experience to perform the knowledge and abilities listed above. Some school custodial experience is desirable.

LICENSE AND CERTIFICATIONS:

Possession of an appropriate, valid driver's license.

Possession of an appropriate, valid California driver's license prior to the completion of the probationary period.

Ability to be covered under the District property/liability insurance.

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: August 08, 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: 7/1/2018

To Date: 7/31/2018

Fiscal Year: 2018-2019

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
01.0.00000.0.00000.74400.4320. 2300000	Supplies	\$10,000.00	\$482.19	\$482.19	\$9,517.81	\$1,532.24	\$7,985.57	79.86%
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>		
	17	11	Warehouse Posting	Personnel Commission	Warehouse	\$482.19		
					Detail Total:	\$482.19		
01.0.00000.0.00000.74400.4380. 2300000	Supplies-Technology	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
01.0.00000.0.00000.74400.4420. 2300000	Non Cap Asset	\$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	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
01.0.00000.0.00000.74400.5210. 2300000	Mileage	\$2,000.00	\$23.11	\$23.11	\$1,976.89	\$0.00	\$1,976.89	98.84%
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>		
JUNE2018MILG	0	0	AP POSTING	THEUS, MARY	Accounts Payable	\$23.11		
					Detail Total:	\$23.11		
01.0.00000.0.00000.74400.5220. 2300000	Conferences/Mileage	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00	100.00%
01.0.00000.0.00000.74400.5310. 2300000	District Membership	\$3,350.00	\$3,350.00	\$3,350.00	\$0.00	\$0.00	\$0.00	0.00%
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>		
201819035	90514	190784	AP POSTING	PCASC	Accounts Payable	\$100.00		
3648	190056	190428	AP POSTING	CODESP	Accounts Payable	\$2,050.00		
58201819	190055	190429	AP POSTING	CSPCA.	Accounts Payable	\$1,200.00		
					Detail Total:	\$3,350.00		
01.0.00000.0.00000.74400.5712. 2300000	Direct Costs-Printing	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
01.0.00000.0.00000.74400.5719. 2300000	Direct Costs-Mailing Services	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
01.0.00000.0.00000.74400.5810. 2300000	Advertising - Legal	\$9,940.00	\$0.00	\$0.00	\$9,940.00	\$0.00	\$9,940.00	100.00%
01.0.00000.0.00000.74400.5822. 2300000	Legal Expenses	\$65,000.00	\$0.00	\$0.00	\$65,000.00	\$40,000.00	\$25,000.00	38.46%
01.0.00000.0.00000.74400.5828. 2300000	Software Support	\$24,530.00	\$0.00	\$0.00	\$24,530.00	\$20,930.70	\$3,599.30	14.67%

Palmdale School District

Personnel Commission 230

From Date: 7/1/2018

To Date: 7/31/2018

Fiscal Year: 2018-2019

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
01.0.00000.0.00000.74400.5830. 2300000	Consultants	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	100.00%
01.0.00000.0.00000.74400.5890. 2300000	Other Operation Services	\$800.00	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00	100.00%
01.0.00000.0.00000.74400.5899. 2300000	Suspense	\$1,098.00	\$0.00	\$0.00	\$1,098.00	\$0.00	\$1,098.00	100.00%
Function: Personnel Commission - 74400		\$753,959.00	\$3,855.30	\$3,855.30	\$750,103.70	\$62,462.94	\$687,640.76	91.20 %
01.0.00000.0.00000.82000.2230. 2300000	Custodian	\$11,658.00	\$0.00	\$0.00	\$11,658.00	\$0.00	\$11,658.00	100.00%
01.0.00000.0.00000.82000.4320. 2300000	Supplies	\$1,930.00	\$0.00	\$0.00	\$1,930.00	\$0.00	\$1,930.00	100.00%
01.0.00000.0.00000.82000.4393. 2300000	Water, Bottled	\$150.00	\$0.00	\$0.00	\$150.00	\$100.00	\$50.00	33.33%
Function: Operations - 82000		\$22,041.00	\$0.00	\$0.00	\$22,041.00	\$100.00	\$21,941.00	99.55 %
Grand Total:		\$776,000.00	\$3,855.30	\$3,855.30	\$772,144.70	\$62,562.94	\$709,581.76	91.44%

End of Report