



Personnel Commission
AGENDA OF REGULAR MEETING
Wednesday, October 24, 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 – October 10, 2018

19-18/19

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. Extension of Eligibility Lists
3. Nullification of Eligibility Lists
4. Ratification of Transfers

20-18/19

IV. NEW BUSINESS

ACTION

- A. Approval of 2017-2018 Personnel Commission Annual Report

21-18/19

V. INFORMATION/REPORTS

- A. Classified Update
B. Interim Director, Personnel Commission
C. 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. Public Employee: Discipline/Dismissal/Release

VII. RECONVENE TO OPEN SESSION

VIII. 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

IX. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: November 14, 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 October 10, 2018 Scheduled 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 September 12, 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	None.
PUBLIC COMMENTS CONCERNING NON-AGENDA ITEMS	None.
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.
NEW BUSINESS	Approval of Expense over \$500 – Laptop Computers Mr. Wilson moved to approve the purchase of 25 laptop computers with portable charging cart per the quote provided. Mrs. Thompson provided a second and discussion was called for. Ms. Theus noted that allowing for purchase processing and imaging of the new units, it would be reasonable to estimate they would be available for use in January. Mrs. Duren called for the vote and the motion passed unanimously.
INFORMATION / REPORTS	Expense Review The Commissioners reviewed the Personnel Commission's expenses for the month of September. Classified Update Ms. Theus distributed the Classified Update. She also noted an addition to the Update.

Interim Director, Personnel Commission

Ms. Theus shared that she has a meeting scheduled with Solange Henriquez, Assistant Director, Human Resources, and Dr. Stacy Bryant, Deputy Superintendent, to discuss the Classified Schematic and salary ranges.

Comments from Commissioners

Mrs. Duren thanked CSEA for the invitation to attend their Negotiations Planning/Strategy meeting. She noted that all three Commissioners are open to continuing communication.

RECESS TO CLOSED SESSION

Recess to closed session at 5:48 P.M.

- 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**

RECONVENE TO OPEN SESSION

Reconvened to open session at 7:12 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 October 24, 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 7:13 P.M.

Respectfully submitted,



Mary Theus
Interim Director, Personnel Commission

APPROVED:

Kathleen Duren, Chairperson

Don Wilson, Vice Chairperson

Deneese Thompson, Commissioner



Classified Update for October 10, 2018

1. Testing Status:

Bilingual ECE Teacher Assistant	Written exam 10/09/18, QAI pending
Bilingual Instructional Assistant	Written exam 10/09/18
Child Nutrition Assistant I	Written exam 10/17/18
Credentials Analyst	Performance/Written 10/02/18, QAI pending
ECE Teacher Assistant	Written exam 10/09/18, QAI pending
Executive Assistant-Confidential	Performance/written exam pending
Executive Assistant-Non Confidential	Performance/written exam pending
Head Start/State Preschool Fiscal Officer	QAI 10/16/18
Health Assistant LVN	Performance/written exam 10/03/18, QAI pending
Health Technician LVN	QAI pending
Library Aide	Performance/written 09/20/18, QAI 10/02/18
Paraeducator Moderate to Severe	Written exam 09/27/18, QAI 10/04/18
Special Education Instructional Assistant	Written exam 09/28/18, QAI 10/04/18
Transportation Field Supervisor	Written exam 09/18/18, QAI 10/01/18

2. Postings:

Accounting Clerk II	Closes 10/12/18
Bilingual ECE Teacher Assistant	Continuous
ECE Teacher Assistant	Continuous

Mental Health Intensive Case Manager	Closes 10/15/18
Occupational Therapist	Continuous
Paraeducator Certified Interpreter	Continuous
Paraeducator Certified Interpreter II	Continuous
Student Interventionist	Closes 10/10 /18

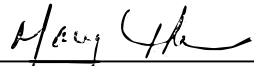
**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
October 24, 2018**

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 Instructional Assistant	09/10/18	09/28/18	10/09/18	NA	33	18	12	NA	NA	12	10/10/18	10/09/19	No	9
Child Nutrition Assistant I	09/18/18	10/09/18	10/17/18	NA	114	46	30	NA	NA	30	10/17/18	10/16/19	*Yes	14
Head Start/State Preschool Fiscal Officer	08/31/18	10/01/18	10/05/18	10/16/18	9	5	4	NA	3	3	10/16/18	10/15/19	No	3
Paraeducator Moderate to Severe	08/31/18	09/20/18	09/27/18	10/04/18	78	28	15	NA	14	14	10/05/18	10/04/19	*Yes	12
Special Education Instructional Assistant	09/05/18	09/21/18	09/28/18	10/04/18	101	60	25	NA	23	23	10/08/18	10/07/19	*Yes	18

*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

10/18/18

Date

AGENDA ITEM

MT: smc
20-18/19

TRANSFERS AND REASSIGNMENTS

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Burnell, Jessie	08/08/18	Custodian I, 8.0 hrs/12 mo from (ECE) to (TA)	Involuntary Transfer; Replacement for Michael Vaughn
b.	Castillo, Krystina	08/15/18	From Paraeducator/LVN (MZ) 6.5 hrs/182 days to Health Assistant/LVN (PDC Pre) 8.0 hrs/11 mos	Promotion; Growth
c.	Cato, Daisha	08/15/18	Special Education Instructional Assistant I, 5.75 hrs/182 days, from (MZ) to (First Steps Pre)	Program Relocation
d.	Colmenero, Jazmin	09/04/18	From Special Education Instructional Assistant I (CM), 5.75 hrs/182 days, to Parent/Community Liaison (OC), 8.0 hrs/182 days	Promotion; Replacement for Nataly Torres
e.	Contreras Figueroa, Jureth	08/15/18	Special Education Instructional Assistant I, 5.75 hrs/182 days, from (MZ) to (First Steps Pre)	Program Relocation
f.	Ephrem, Muluemebet	09/01/18	From Instructional Assistant I to Instructional Assistant II	Completion of Coursework
g.	Estrada, Petronila	09/10/18	Paraeducator-Moderate to Severe from (PDC) 5.75 hrs/182 days, to (BV) 6.5 hrs/182 days	Increase in hours by seniority
h.	Henriquez, Solange	09/04/18	From Head Start/State Preschool Fiscal Officer, Early Childhood Education, to Assistant Director, Human Resources, 8 hrs/12 mo.	Voluntary Demotion Replacement for Sandra McCoy
i.	Hill, Shamar L.	08/15/18	Special Education Instructional Assistant I, 5.75 hrs/182 days from (SW) to (DGM)	Reassignment; Elimination of Position Growth
j.	Issac, Mariah R.	09/20/18	Special Education Instructional Assistant I, 5.75 hrs/182 days, from (DR) to (First Steps Pre)	Voluntary Transfer
k.	Lawson, Amy Jo	08/15/18	Special Education Instructional Assistant II from (CM) 5.75 hrs/182 days to (BS) 6.5 hrs/182 days	Increase in hours by seniority; Growth
l.	Marzo, Jaime	08/31/18	From Technology Support Liaison, 8.0 hrs/11 mos, to Technology Support Specialist, 8.0 hrs/12 mo	Promotion Replacement for Henry Schneider
m.	Mendoza, Norma	08/31/18	From Instructional Assistant I (OT), 5.75 hrs/182 days, to Administrative Clerk I (SH), 5.75 hrs/10 mo	Promotion
n.	Mesa, Cynthia	08/13/18	Early Childhood Education Teacher Assistant, 3.75 hrs/185 days, from (Site 18) to (TA)	Voluntary Transfer Replacement for Elvie Beltran
o.	Mueller, Kayla Jo	08/15/18	Paraeducator Translator, 6.5 hrs/12 days, from (PLP) to (PDC)	Reassignment; Elimination of Position Growth

TRANSFERS AND REASSIGNMENTS

p.	Myers, Nancy	08/13/18	Early Childhood Education Teacher Assistant, 3.75 hrs/185 days, from (YU) to (Site 18)	Voluntary Transfer; Growth
q.	Orozco, Imelda	09/10/18	Paraeducator-Moderate to Severe, from (PDC) 5.75 hrs/182 days to (BV) 6.5 hrs/182 days	Increase in hours by seniority
r.	Ortiz, Jose	08/22/18	From Instructional Assistant I (MZ), 5.75 hrs/182 days, to Parent/Community Liaison (JH) 8.0 hrs/182 days	Promotion Replacement for Rocio Flores Folgar
s.	Osorio-Rivas, Maria G.	08/15/18	From Special Education Instructional Assistant I (PDC) 5.75 hrs/182 days to Bilingual Typist Clerk (PDC Pre) 5.75 hrs/10 mo	Promotion; Growth
t.	Puente, Sonia	08/15/18	Early Childhood Education Teacher Assistant, 3.75 hrs/182 days from (Antelope) to (DO)	Voluntary Transfer; Growth
u.	Ramirez de Galvez, Adriana	08/15/18	Special Education Instructional Assistant I from (PLP) 5.75 hrs/182 days, to (SAGE) 6.5 hrs/182 days	Increase in hours by seniority Replacement for Jennifer Webb
v.	Robles-Plascencia, Kimberly	09/10/18	From Child Nutrition Assistant I (OC) 3.0 hrs/182 days, to Custodian I (PLP) 8.0 hrs/12 mos.	Promotion, Replacement for Daniel King
w.	Rodio, Nikki	08/20/18	Special Education Instructional Assistant I from (SAGE) 5.75 hrs/182 days, to (DC) 6.5 hrs/182 days	Increase in hours by seniority; Growth
x.	Slade, Gregory	08/15/18	Student Interventionist 5.75 hrs/182 days, from (TA) to (DR)	Voluntary Transfer; Growth
y.	Villagrana, Isabel	08/15/18	Special Education Instructional Assistant I, 5.75 hrs/182 days, from (MZ) to (First Steps Pre)	Program Relocation
z.	Williams, Cassandra	08/15/18	Special Education Instructional Assistant I, 6.5 hrs/182 days from (QV) to (DW)	Reassignment; Elimination of Position Growth
aa.	Williams, Tenae	08/20/18	Special Education Instructional Assistant I from (BS) 5.75 hrs/182 days to (CA) 6.5 hrs/182 days	Increase in hours by seniority Replacement for Patricia Miller

COMMISSIONERS

Kathleen Duren

Mrs. Kathleen "Kathe" Duren was appointed on September 10, 2014 for the remainder of the CSEA appointment. Mrs. Duren retired from the Palmdale School District as the Fiscal Coordinator of AV SELPA. As a CSEA classified employee, Mrs. Duren served on the executive Board and was a Job Steward. She has served the District in many different capacities including the classification committee, insurance committee, and various other committees/foundations. After retirement, Mrs. Duren continued to support the Merit System by serving on Qualifications Appraisal Interview (QAI) panels before being appointed as a Commissioner. Mrs. Duren was reappointed in December 2016.

Don Wilson

Mr. Don Wilson was appointed as the Interim Commissioner on September 22, 2017 for the remainder of the Board of Trustees' appointment. Mr. Wilson has lived in the Antelope Valley since 1987 with his wife and three children. His children attended school in the Palmdale School District, and his wife is a thirty-year employee at the District currently teaching second grade at a Dual Immersion School. Mr. Wilson is retired after 28 years of retail sales at Foster Farms, and has ten years' experience in hotel/restaurant management. Mr. Wilson was appointed in December 2017 for a three-year term.

Deneese Thompson

Mrs. Deneese Thompson was appointed December 1, 2015. She is the joint appointment of the two commissioners. Mrs. Thompson was a volunteer in the Palmdale School District for many years. She gained employment with the District and served as an Instructional Assistant and Media Center Clerk. Mrs. Thompson retired from the District as a School Secretary. Her retirement days are spent serving as the Area Director for Special Olympics, Antelope Valley. Mrs. Thompson currently supervises the athletic training of 300 athletes with intellectual disabilities.

PERSONNEL COMMISSION

MISSION STATEMENT

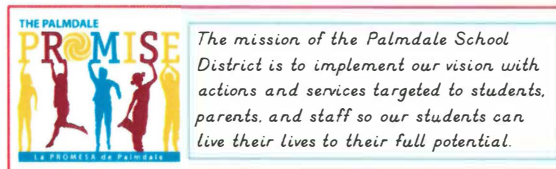
To complement student learning and achievement, the Personnel Commission will...

- Attract, recruit, select, and retain a qualified and talented workforce.
- Adhere to Merit System principles and Personnel Commission Rules and Regulations in alignment with Education Code, Board Policies, contract language, and other pertinent laws.
- Serve and support classified employees.
- Disseminate information and provide resources to employees and community members.

PALMDALE SCHOOL DISTRICT

MISSION STATEMENT

The Palmdale PROMISE, including a refocused mission statement, strategic goals, and essentials is foundational in all Palmdale School District Operations.



PERSONNEL COMMISSION STAFF

Vicki Galli, Director
vsgalli@palmdalesd.org

Elvira Cova, Personnel Analyst
ecova@palmdalesd.org

Stacey Elliott, Personnel Analyst
selliott@palmdalesd.org

Mary Theus, Personnel Analyst
mltheus@palmdalesd.org

Susan McCormick, Administrative Secretary
smccormick@palmdalesd.org



PERSONNEL COMMISSION ANNUAL REPORT

2017-2018



Acknowledgments

The Personnel Commission of the Palmdale School District has been able to perform its activities and responsibilities in an effective manner and would like to extend our gratitude to the classified employees, the Board of Trustees, and District administration for their cooperation and support.

Our sincere appreciation to the individuals from the following organizations, and employees of the Palmdale School District, who graciously gave their time to serve as raters on our screening and interview panels. Your willingness to serve and share your expertise is invaluable to Merit System operations.

*Acton-Agua Dulce Unified School District
Antelope Valley Union High School District
Child Care Resource Center (CCRC)
Keppel Union School District
Lancaster School District
Westside Union School District
William S. Hart Union High School District*

MEMBERSHIPS/RESOURCES

The Personnel Commission maintained memberships in the following organizations:

ACSA - Association of California School Administrators

CSPCA - California School Personnel Commissioners Association

CODESP - Cooperative Organization for the Development of Employee Selection Procedures

NEOGOV - applicant tracking system

OPAC - Office Proficiency and Assessment Certification

PCASC - Personnel Commission Association of Southern California

THE MERIT SYSTEM

The Merit System provides the framework for personnel management for classified employees of the school district and fosters the advancement of career service. The Personnel Commission is responsible for administering the Merit System principles in the district within the parameters of the Education Code. The Merit System operates to ensure that employment selections and promotions are on the basis of merit and fitness to minimize preference or prejudice as governed by Education Code 45240 through 45320. Through the competitive examination process, vacancies are filled from established eligibility lists as evidenced by the ranking of qualified candidates. Merit System principles also afford an impartial appeal hearing for disciplinary actions.

MEETINGS

The Personnel Commission ordinarily meets the second Wednesday of each month. If a second meeting is needed, the fourth Wednesday of each month or as approved. All meetings of the Personnel Commission are open to the public and are held at 5:30 P.M. at 37230 - 37th Street East, Room 125 in Palmdale, CA, unless otherwise notified.

During the 2017-18 school year, the Personnel Commission held 16 regular meetings as well as two special meetings.

*Personnel Commission
37230 37th Street East • Palmdale, CA 93550
661 285 2902*

PERSONNEL REQUISITIONS PROCESSED

Employment (New Hires)	144
Sub/Casual to Regular	76
Change of Status	30
Promotions	46
Transfers	44
Reassignments	54
Rehire/Reinstatements	2
Increase in Hours/Work Year	<u>55</u>
Total Positions Filled:	451

COMPETITIVE EXAMINATION PROCESS

Job Hits on Website	174,690
Classified Applications	5062
Exam Sessions:	
Written	118
Technical/Skills	34
QAI	42
Basic Skills	49
Substitute Applications:	2409
Exam Sessions	59
Qualified & Referred	347
Applicants Scheduled to Test	2049
Eligibility Lists Certified	76

NEW/REVISED CLASSIFICATIONS

Director-Child Nutrition
Math Tutor
Risk Manager
Risk Management Specialist