



Personnel Commission  
**AGENDA OF REGULAR MEETING**  
Wednesday, November 14, 2018 - 5:30 P.M.  
Site 18, Room 125  
37230 37<sup>th</sup> 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**  
22-18/19

A. Approval of Meeting Minutes – October 24, 2018

**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**  
23-18/19

- A. Approval of Consent Agenda
  - 1. Ratification of Eligibility Lists
  - 2. Extension of Eligibility Lists
  - 3. Nullification of Eligibility Lists
  - 4. Ratification of Transfers

**IV. NEW BUSINESS**

None

**V. INFORMATION/REPORTS**

**Info Only**

- A. Reappointment to Personnel Commission (Joint Appointee)
- B. Expenses Review
- C. Classified Update
- D. Interim Director, Personnel Commission
- E. 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 28, 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 24, 2018 Scheduled Meeting**

<b>CALL TO ORDER</b>	Vice Chairperson Don Wilson called the meeting to order at 5:30 p.m., followed by the Pledge of Allegiance led by Wilson.
<b>MEMBERS PRESENT</b>	Mr. Don Wilson, Vice Chairperson Mrs. Deneese Thompson, Commissioner
<b>MEMBERS ABSENT</b>	Ms. Kathleen Duren  A quorum was present
<b>STAFF PRESENT</b>	Ms. Mary Theus, Interim Director, Personnel Commission Mrs. Susan McCormick, Administrative Secretary
<b>PRELIMINARY BUSINESS</b>	Mrs. Thompson moved to approve the minutes of the October 10, 2018 meeting, with Mr. Wilson providing a second, and discussion was called for. Hearing none, Mr. Wilson called for the vote and the motion passed unanimously.
<b>PUBLIC COMMENTS CONCERNING AGENDA ITEMS</b>	None.
<b>PUBLIC COMMENTS CONCERNING NON-AGENDA ITEMS</b>	None.
<b>CONSENT AGENDA</b>	Mrs. Thompson moved to approve the Consent Agenda as presented, with Mr. Wilson providing a second, and discussion was called for. Hearing none, Mr. Wilson called for the vote and the motion passed unanimously.
<b>NEW BUSINESS</b>	<b>Approval of 2017-2018 Personnel Commission Annual Report</b> Mr. Wilson moved to approve the Annual Report as presented, with Mrs. Thompson providing a second. After a brief discussion of the statistics presented, the vote was called for and the motion passed unanimously.
<b>INFORMATION / REPORTS</b>	<b>Classified Update</b> Ms. Theus presented the Classified Update.  <b>Interim Director, Personnel Commission</b> Ms. Theus shared that she met with Human Resources Leadership to study the Schematic List of Classes identifying the job families and salary ranges for classified positions. In addition, salaries for all CSEA classifications were examined for feasible adjustment, with cost

projections pending. The Personnel Commission will be asked to review internal equity for proposed recommendations, if any, once decisions are made.

Ms. Theus also noted that she has an upcoming meeting with West Point Physical Therapy regarding the WorkSTEPS assessment process.

**Comments from Commissioners**

None

**RECESS TO CLOSED SESSION**

No Recess

**NEXT MEETING**

The next regular meeting of the Personnel Commission is scheduled for November 14, 2018 at 5:30 P.M. in Room 125 at Site 18.

**ADJOURNMENT**

On a motion made by Mrs. Thompson, the meeting was adjourned at 5:45 P.M.

Respectfully submitted,



Mary Theus  
Interim Director, Personnel Commission

**APPROVED:**

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Kathleen Duren, Chairperson

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Don Wilson, Vice Chairperson

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Deneese Thompson, Commissioner

**Classified Update for October 24, 2018**

**1. Testing Status:**

Accounting Clerk II	Performance/Written exam 10/31/18
Bilingual ECE Teacher Assistant	QAI 10/29/18
Credentials Analyst	QAI pending
ECE Teacher Assistant	QAI 10/29/18
Executive Assistant-Confidential	Performance/written exam pending
Executive Assistant-Non Confidential	Performance/written exam pending
Health Assistant LVN	QAI 10/26/18
Health Technician LVN	QAI 10/26/18
Mental Health Intensive Case Manager	QAI 11/01/18
Student Interventionist	Written exam 10/24/18

**2. Postings:**

Assistant Director, Business Services	Closes 11/09/18
Bilingual ECE Teacher Assistant	Continuous
ECE Teacher Assistant	Continuous
Occupational Therapist	Continuous
Paraeducator Certified Interpreter	Continuous
Paraeducator Certified Interpreter II	Continuous
Paraeducator/LVN	Closes 11/07/18
Student Information Services Supervisor	Closes 11/12/18

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE November 14, 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.

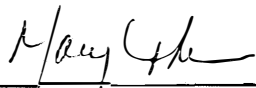
**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
November 14, 2018**

**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 Asst.	07/18/18	09/12/18	10/09/18	10/29/18	52	3	1	NA	1	1	10/29/18	10/28/19	*Yes	4
Bilingual ECE Teacher Asst.	09/12/18	09/26/18	10/09/18	10/29/18	24	1	1	NA	1	1				
Credentials Analyst	05/25/18	06/15/18	10/02/18	11/06/18	27	17	8	8	8	8	11/06/18	11/05/19	No	7
ECE Teacher Assistant	07/18/18	09/12/18	10/09/18	10/29/18	72	4	2	NA	2	2	10/29/18	10/28/19	*Yes	7
Health Assistant/LVN	08/17/18	09/06/18	10/03/18	10/26/18	56	20	5	5	4	4	10/30/18	10/29/19	*Yes	13
Health Technician LVN	04/18/18	05/09/18	06/13/18	10/26/18	46	28	18	NA	12	12	10/30/18	10/29/19	No	9
Mental Health Intensive Case Manager	09/14/18	10/15/18	NA	11/01/18	7	3	NA	NA	3	3	11/01/18	10/31/19	*Yes	4
Student Interventionist	09/20/18	10/10/18	10/24/18	11/06/18	68	32	23	NA	23	23	11/06/18	11/05/19	No	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



Date

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE November 14, 2018 \_\_\_\_\_ REPORT

TO: Personnel Commission \_\_\_\_\_ X ACTION

FROM: Mary Theus  
Interim 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
Child Nutrition Manager	05/24/17	11/23/18	05/23/19
Custodian II	11/27/17	11/26/18	05/26/19

**RECOMMENDATION**

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



**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE November 14, 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	07/25/18	07/24/19
ECE Teacher Assistant	07/25/18	07/24/19
Health Assistant LVN	12/12/16	12/11/18
Mental Health Intensive Case Manager	09/07/18	09/06/19

**RECOMMENDATION**

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

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE November 24, 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.	Aguirre-Gonzalez, Ashley	11/01/18	Special Education Instructional Assistant I from (PDC) 5.75 hrs/182 days to (DGM) 6.5 hrs/182 days	Increase in hours by seniority, Replacement for Mary Ippolito
b.	Barrios, Rosa	10/29/18	Special Education Instructional Assistant I from (LA) 5.75 hrs/182 days to (SH) 6.5 hrs/182 days	Growth, Increase in hours by seniority
c.	Collins, Kenyetta	10/10/18	Instructional Assistant I, 5.75 hrs/182 days, from (CH) to (TW)	Growth, Voluntary Transfer
d.	Heads, Melissa O.	10/17/18	From Crossing Guard, 2.0 hrs/182 days, to Instructional Assistant I (JH), 5.75 hrs/182 days	Promotion Replacement for Adriana Ramirez
e.	Hill, Shamar	10/29/18	Special Education Instructional Assistant I from (DGM) 5.75 hrs/182 days to (LA) 6.5 hrs/182 days	Replacement for Madia Fowler Increase in hours by seniority
f.	Orozco, Imelda	10/10/18	Paraeducator-Moderate to Severe, from (BV) 6.5 hrs/182 days to (YN) 7.0 hrs/182 days	Growth, Increase in hours by seniority
g.	Perez, Wendy	10/12/18	From Child Nutrition Assistant I (CM) 3.0 hrs/182 days, to Custodian I (ECE) 8.0 hrs/12 mo	Promotion, Replacement for Jessie Burnell
h.	Rivera, Daisy	10/03/18	Paraeducator-Moderate to Severe, 5.75 hrs/182 days, from (BV) to (DW)	Growth, Reassignment, Elimination of position
i.	Rivera, Daisy	11/02/18	Paraeducator-Moderate to Severe, from (DW) 5.75 hrs/182 days, to (BV) 6.5 hrs/182 days	Replacement for Imelda Orozco, Increase in hours by seniority
j.	Saenz, Afraicela	10/25/18	Special Education Instructional Assistant I from (PT) 5.75 hrs/182 days, to (YU) 6.5 hrs/182 days	Growth, Increase in hours by seniority
k.	Seymour, Ashley	10/19/18	Special Education Instructional Assistant I, 5.75 hrs/182 days, from (JH) to (Site 18 ECE)	Replacement for Liliana Escobar, Reassignment, Elimination of position
l.	Thomas, Ne Asha	11/01/18	Special Education Instructional Assistant I from (BS) 5.75 hrs/182 days to (SW) 6.5 hrs/182 days	Growth, Increase in hours by seniority



**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: November 14, 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: 10/1/2018

To Date: 10/31/2018

Fiscal Year: 2018-2019

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
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01.0.00000.0.00000.74400.4320. Supplies 23000000		\$10,000.00	\$0.00	\$10,000.00	\$25.48	\$1,419.66	\$8,580.34	\$1,541.23	\$7,039.11	70.39%
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# Palmdale School District

## Personnel Commission 230

From Date: 10/1/2018

To Date: 10/31/2018

Fiscal Year: 2018-2019

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
<b>Transaction Detail (Standard)</b>										
<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>	
10042018	91103	191047	AP POSTING	VINCE'S PIZZA & GRILL			Accounts Payable		\$25.48	
							Detail Total:		\$25.48	
01.0.00000.0.00000.74400.4380.2300000	Supplies-Technology	\$1,950.00	\$0.00	\$1,950.00	\$0.00	\$0.00	\$1,950.00	\$0.00	\$1,950.00	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	\$500.00	\$0.00	\$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	\$0.00	\$2,000.00	\$0.00	\$23.11	\$1,976.89	\$0.00	\$1,976.89	98.84%
01.0.00000.0.00000.74400.5220.2300000	Conferences/Mileage	\$9,251.00	\$0.00	\$9,251.00	\$140.00	\$140.00	\$9,111.00	\$8,729.59	\$381.41	4.12%
<b>Transaction Detail (Standard)</b>										
<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>	
CF19130RG	19160	19162	AP POSTING	CONFERENCES			Accounts Payable		\$140.00	
							Detail Total:		\$140.00	
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	\$238.00	\$238.00	\$1,762.00	\$0.00	\$1,762.00	88.10%
<b>Transaction Detail (Standard)</b>										
<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>	
1312	0	0	JE190103 REPROGRAPHICS CHARGEBACKS JULY 2018	amodlin			Adjusting		\$41.00	
1325	0	0	JE190104 REPROGRAPHICS CHARGEBACKS AUGUST 2018	amodlin			Adjusting		\$197.00	
							Detail Total:		\$238.00	
01.0.00000.0.00000.74400.5719.2300000	Direct Costs-Mailing Services	\$1,500.00	\$0.00	\$1,500.00	\$128.64	\$128.64	\$1,371.36	\$0.00	\$1,371.36	91.42%
<b>Transaction Detail (Standard)</b>										
<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>	
1308	0	0	JE190107 POSTAGE CHARGEBACKS JULY 2018	amodlin			Adjusting		\$47.17	
1309	0	0	JE190108 POSTAGE CHARGEBACKS AUGUST 2018	amodlin			Adjusting		\$42.58	
1700	0	0	JE190155 POSTAGE CHARGEBACKS SEPTEMBER 2018	amodlin			Adjusting		\$38.89	
							Detail Total:		\$128.64	
01.0.00000.0.00000.74400.5810.2300000	Advertising - Legal	\$9,940.00	\$0.00	\$9,940.00	\$572.19	\$1,029.24	\$8,910.76	\$616.24	\$8,294.52	83.45%

# Palmdale School District

## Personnel Commission 230

From Date: 10/1/2018

To Date: 10/31/2018

Fiscal Year: 2018-2019

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
<b>Transaction Detail (Standard)</b>										
<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>	
18123PD	92812	192786	AP POSTING		SCHOOL NEWS ROLL CALL, LLC		Accounts Payable		\$263.00	
300018883	92413	192445	AP POSTING		A V PRESS		Accounts Payable		\$159.19	
3283684	93025	193002	AP POSTING		BOXWOOD TECHNOLOGY INC		Accounts Payable		\$150.00	
							Detail Total:		\$572.19	
01.0.00000.0.00000.74400.5822.2300000	Legal Expenses	\$152,559.00	\$0.00	\$152,559.00	\$0.00	\$6,027.40	\$146,531.60	\$58,972.60	\$87,559.00	57.39%
01.0.00000.0.00000.74400.5828.2300000	Software Support	\$24,530.00	\$0.00	\$24,530.00	\$0.00	\$24,295.20	\$234.80	\$0.00	\$234.80	0.96%
01.0.00000.0.00000.74400.5830.2300000	Consultants	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	100.00%
01.0.00000.0.00000.74400.5890.2300000	Other Operation Services	\$800.00	\$0.00	\$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	\$1,098.00	\$0.00	\$0.00	\$1,098.00	\$0.00	\$1,098.00	100.00%
<b>Function: Personnel Commission - 74400</b>		<b>\$753,906.00</b>	<b>\$0.00</b>	<b>\$753,906.00</b>	<b>\$40,300.20</b>	<b>\$149,823.44</b>	<b>\$604,082.56</b>	<b>\$69,859.66</b>	<b>\$534,222.90</b>	<b>70.86 %</b>
01.0.00000.0.00000.82000.2230.2300000	Custodian	\$11,658.00	\$0.00	\$11,658.00	\$971.46	\$2,914.38	\$8,743.62	\$0.00	\$8,743.62	75.00%
<b>Transaction Detail (Standard)</b>										
<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>	
2074	0	0	ZHRSE4F001		divanholtan		Adjusting		\$971.46	
							Detail Total:		\$971.46	



# Palmdale School District

## Personnel Commission 230

From Date: 10/1/2018

To Date: 10/31/2018

Fiscal Year: 2018-2019

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
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01.0.00000.0.00000.82000.4320. 2300000	Supplies	\$1,930.00	\$0.00	\$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	\$200.00	\$0.00	\$200.00	\$39.20	\$39.20	\$160.80	\$160.80	\$0.00	0.00%

# Palmdale School District

## Personnel Commission 230

From Date: 10/1/2018

To Date: 10/31/2018

Fiscal Year: 2018-2019

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
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**Transaction Detail (Standard)**

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
4449953090118	91183	191773	AP POSTING	SPARKLETTS	Accounts Payable	\$31.36
4449953100118	91183	191773	AP POSTING	SPARKLETTS	Accounts Payable	\$7.84
						Detail Total:
						\$39.20

Function: Operations - 82000

	\$22,094.00	\$0.00	\$22,094.00	\$1,769.47	\$4,811.65	\$17,282.35	\$160.80	\$17,121.55	77.49 %
<b>Grand Total:</b>	\$776,000.00	\$0.00	\$776,000.00	\$42,069.67	\$154,635.09	\$621,364.91	\$70,020.46	\$551,344.45	71.05%

End of Report