



Personnel Commission
AGENDA OF REGULAR MEETING
Wednesday, November 28, 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

- A. Approval of Meeting Minutes – November 14, 2018

ACTION
24-18/19

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.

- A. Approval of Consent Agenda
1. Extension of Eligibility Lists

ACTION
25-18/19

IV. NEW BUSINESS

- A. Public Hearing:
Reappointment of Joint Appointee to the Personnel Commission

B. Reappointment of Joint Appointee to the Personnel Commission
C. Approval of Revision to Job Description: Noon Duty/Campus Assistant

ACTION
26-18/19
27-18/19

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: December 12, 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 November 14, 2018 Regular Meeting

CALL TO ORDER	Vice Chairperson Don Wilson called the meeting to order at 5:30 p.m., followed by the Pledge of Allegiance led by Mrs. Thompson.
MEMBERS PRESENT	Mr. Don Wilson, Vice Chairperson Mrs. Deneese Thompson, Commissioner
MEMBERS ABSENT	Mrs. Kathleen Duren 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 October 24, 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.
PUBLIC COMMENTS CONCERNING AGENDA ITEMS	None.
PUBLIC COMMENTS CONCERNING NON-AGENDA ITEMS	None.
CONSENT AGENDA	Mrs. Thompson moved to approve the Consent Agenda as presented, with Mr. Wilson providing a second, and discussion was called for. After a point of clarification on the Recruitment Summary, Mr. Wilson called for the vote, and the motion passed unanimously.
NEW BUSINESS	None.
INFORMATION / REPORTS	Reappointment to Personnel Commission (Joint Appointee) Commissioner Wilson announced the Personnel Commission's intention to reappoint Deneese Thompson as the joint appointee. Action will be taken at the next meeting after a public hearing. Expenses Review Ms. Theus provided the expense report for the month of October. She shared that the laptop computer order is pending until budget line items are clarified with the Business Office. Classified Update Ms. Theus distributed the Classified Update.

Interim Director, Personnel Commission

Ms. Theus shared that registration is now open for the CSPCA Annual Conference and that Mrs. McCormick would be completing that in the next week. A brief discussion followed regarding the possibility of facilitating the attendance of CSEA attendees.

Comments from Commissioners

None.

RECESS TO CLOSED SESSION

Recess to closed session at 5:45 P.M.

RECONVENE TO OPEN SESSION

Reconvened to open session at 6:01 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 November 28, 2018 at 5:30 P.M. in Room 125 at Site 18.

ADJOURNMENT

On a motion from Mrs. Thompson, the meeting was adjourned at 6:02 P.M.

Respectfully submitted,



Mary Theus
Interim Director, Personnel Commission

APPROVED:

Kathleen Duren, Chairperson

Don Wilson, Vice Chairperson

Deneese Thompson, Commissioner

Classified Update for November 14, 2018

1. Testing Status:

Accounting Clerk II	QAI 11/29/18
Assistant Director, Business Services	SME Review, QAI pending
Executive Assistant-Confidential	Performance/written exam 11/08/18
Executive Assistant-Non Confidential	Performance/written exam pending
Paraeducator/LVN	Written Exam 11/15/18
Student Information Services Supervisor	Performance/written exam pending

2. Postings:

Bilingual ECE Teacher Assistant	Continuous
ECE Teacher Assistant	Continuous
Occupational Therapist	Continuous
Paraeducator Certified Interpreter	Continuous
Paraeducator Certified Interpreter II	Continuous

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE November 28, 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
Grounds/Utility Maintenance Worker II	12/12/17	12/11/18	06/11/19

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 28, 2018 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Interim Director, Personnel Commission

RE: REAPPOINTMENT TO THE PERSONNEL COMMISSION
JOINT APPOINTEE

BACKGROUND

The Palmdale School District Personnel Commission consists of three members. One is nominated by the classified employees, one by the Board of Trustees, and one is selected by the appointed members.

The term of Mrs. Deneese Thompson, the Commissioner selected by the appointed members, expires on November 30, 2018.

STATUS

Mrs. Deneese Thompson is presented for appointment to the Personnel Commission in accordance with Education Code Section 45246.

RECOMMENDATION

It is recommended that the Personnel Commission appoint Mrs. Deneese Thompson as the joint appointee for another three-year term commencing December 1, 2018 through November 30, 2021.

MT:smc
26-18/19

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE November 28, 2018 _____ REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Interim Director, Personnel Commission

RE: JOB DESCRIPTION REVISION
NOON DUTY/CAMPUS ASSISTANT

BACKGROUND

New law, Assembly Bill 2160 ("AB 2160"), was enacted to make part-time playground aides, (also known as "noon duty aides") part of the classified service for merit system districts. AB 2160 eliminates the former exemption from the classified service for "part-time playground positions" under Education Code section 45256(b)(6).

AB 2160 goes into effect January 1, 2019.

STATUS

A proposed revision to the job description for Noon Duty/Campus Assistant is presented to clarify the requirements and responsibilities of the position. The salary placement is maintained at the current minimum wage of \$11.00 per hour.

RECOMMENDATION

It is recommended that the Personnel Commission approve the proposed revision to the job description for Noon Duty/Campus Assistant as presented.

NOON DUTY/CAMPUS ASSISTANT

Bargaining Unit: Unrepresented

SALARY RANGE

\$11.00 Hourly

DEFINITION:

Under the general supervision of the School Principal or his/her designee, to provide **safe** supervision of students in the cafeteria area during meal periods (breakfast/lunch) and/or while on the playground **or other designated areas** during non-instructional times ~~during the student day~~ before and after school.

EXAMPLE OF DUTIES:

1. Monitor breakfast/lunch area; **assist students with appropriate behavior**
2. Assist in cleaning breakfast/lunch area
3. Monitor playground and/or campus areas
4. Recognize playground hazards; report hazards to site administrator
5. Be safety conscious/inspections of work areas; report safety concerns to site administrator
6. Maintain safety of play areas (i.e., report sharp objects, broken glass, sweep sand off asphalt, report unsafe play equipment)
7. Maintain order of students; administer consistent, appropriate discipline practices
8. Report inappropriate student behavioral problems to school management
9. **Be aware of, implement and enforce safety standards, and site rules and regulations**
10. Other related duties, as assigned.

QUALIFICATIONS:

Knowledge of:

1. General knowledge of playground supervision
2. General safety principles
3. Basic communication methods

Ability to:

1. Understand and follow oral and written directions
2. Establish and maintain effective cooperative working relationships with a diverse population contacted in the course of work
3. Be courteous, neat and clean
4. Be respectful of others **and** exercise good judgment; exhibit integrity and resourcefulness
5. Communicate effectively with those contacted in the course of work
6. Work outdoors in all types of weather
7. Understand and enforce playground and school rules
8. Understand and respond appropriately to emergency procedures
9. **Understand and conduct verbal conversations in English and other designated languages**

EXPERIENCE AND EDUCATION:

Any combination of education and experience that will provide the ability to meet the minimum qualifications and perform the essential functions of the position will be qualifying. Some experience working with school aged children highly desirable.

- First aid and CPR certification highly desirable.
- **Bilingual proficiency in English and Spanish language is desired.**