



Personnel Commission
AGENDA OF REGULAR MEETING
Wednesday, March 8, 2017 - 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
Ms. Rosa B. Fuller, Commissioner
Mrs. Deneese Thompson, Vice Chairperson
Ms. Mary Theus, Interim Director, Personnel Commission

I. STUDY SESSION

- A. Classified Recruitment and Hiring Process

II. PRELIMINARY BUSINESS

- A. Approval of Meeting Minutes – February 08, 2017

ACTION
69-16/17

III. PUBLIC COMMENTS

- A. Comments Concerning Items on the Agenda
B. Comments from Members of the General Public Regarding Non-Agenda Items

IV. 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. Ratification of Eligibility List(s)
B. Extension of Eligibility List(s)
C. Nullification of Eligibility List(s)
D. Ratification of Transfers

ACTION
70-16/17
71-16/17
72-16/17
73-16/17

V. UNFINISHED BUSINESS

None

VI. NEW BUSINESS

None

VII. INFORMATION/REPORTS

- A. Classified Update
B. Interim Director, Personnel Commission
C. Comments from Commissioners

VIII. 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 Performance Evaluation – Director, Personnel Commission
 - 2. Public Employee Discipline/Dismissal/Release

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 Performance Evaluation – Director, Personnel Commission
 - 2. Public Employee Discipline/Dismissal/Release

X. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: April 12, 2017 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 February 08, 2017, Scheduled Meeting

CALL TO ORDER	The meeting was called to order by the Chairperson, Mrs. Kathleen Duren at 5:30 P.M., followed by the Pledge of Allegiance led by Ms. Rosa Fuller.
MEMBERS PRESENT	Mrs. Kathleen Duren, Chairperson Mrs. Deneese Thompson, Vice-Chairperson Ms. Rosa Fuller, Commissioner
STAFF PRESENT	Ms. Mary Theus, Interim Director, Personnel Commission Ms. Susan McCormick, Administrative Secretary Ms. Stacey Elliott, Personnel Analyst
PRELIMINARY BUSINESS	<p>Ms. Fuller moved to approve the minutes of the January 11, 2017, regular meeting. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously.</p> <p>Ms. Fuller moved to approve the minutes of the February 01, 2017, special meeting. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously.</p>
PUBLIC COMMENTS CONCERNING AGENDA ITEMS	None.
PUBLIC COMMENTS CONCERNING NON-AGENDA ITEMS	Mr. Erwin Bryant, PSD employee and CSEA Board member, welcomed the Commission back from their conference and expressed his hope that it had been a good experience for everyone.
CONSENT AGENDA	<p>Ms. Fuller requested that each item of the Consent Agenda be examined individually.</p> <p>Ratification of Eligibility List(s) Ms. Fuller moved to approve the Ratification of Eligibility Lists. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously.</p> <p>Extension of Eligibility List(s) Mrs. Thompson moved to approve the Extension of Eligibility Lists. Ms. Fuller seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously.</p>

Nullification of Eligibility List(s)

Ms. Fuller moved to approve the Nullification of Eligibility Lists. Mrs. Thompson seconded the motion and discussion was called for. In response to a question from Ms. Fuller, Ms. Theus clarified that eligible candidates on the lists for nullification will be merged to the eligibility lists presented for ratification. The vote was called for. Approved unanimously.

Ratification of Transfers

Ms. Fuller moved to approve the Ratification of Eligibility Lists. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

INFORMATION/REPORTS

Classified Update

Ms. Theus distributed the Classified Update. A copy is attached as part of the official minutes. Ms. Theus reported that Qualification Appraisal Interview sessions are pending, as it has been challenging to secure panel members. Ms. Theus clarified that retired leadership employees may serve as well. The names of eligible retirees are provided by Human Resources.

Interim Director, Personnel Commission

Ms. Theus commented that she enjoyed the recent CSPCA conference and learned a lot from the sessions. She also noted that having CSEA representatives there was very valuable and she hoped that their experience would prove helpful.

Comments from the Commissioners

Mrs. Duren agreed with Ms. Theus' comments, and added that she felt it was the most valuable of the CSPCA conferences that she has attended.

Ms. Fuller expressed agreement with her colleague's statements, and also acknowledged PSD as the first recipient of NEOGOV's Innovation in Education Award. Ms. Theus received the award at the conference on behalf of the District.

Mrs. Thompson commented that the topics for this year's CSPCA conference seemed more relevant than last year's conference and she was pleased with what she learned.

CLOSED SESSION

Recessed to closed session at 5:44 P.M.

REPORT OUT

Reconvened to open session at 6:24 P.M. With no action taken, there was no report.

NEXT MEETING

The next regularly scheduled meeting of the Personnel Commission is March 8, 2017, at 5:30 P.M. in Room 125 at Site 18

ADJOURNMENT

Ms. Fuller moved to adjourn the meeting. Mrs. Thompson seconded the motion. Meeting adjourned at 6:25 P.M.

Respectfully submitted,



Mary Theus
Interim Director, Personnel Commission

APPROVED

Kathleen Duren, Chairperson

Rosa B. Fuller, Commissioner

Deneese Thompson, Vice-Chairperson

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: March 8, 2017 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.

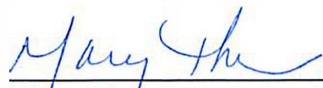
**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
March 8, 2017**

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
Accounting/Data Processing Tech	12/12/16	01/05/17	01/26/17	02/10/17	102	44	13	13	13	13	02/15/17	02/14/18	*Yes	8
Administrative Clerk I	12/27/16	01/19/17	02/02/17	03/01/17	20	11	4	4	3	3	03/01/17	02/28/18	No	3
Bilingual ECE Teacher Assistant	09/22/16	10/12/16	01/19/17	02/10/17	32	4	3	N/A	2	2	02/21/17	02/20/18	*Yes	5
Bilingual ECE Teacher Assistant	11/28/16	12/16/16	01/19/17	02/10/17	37	3	3	N/A	3	3	02/21/17	02/20/18	*Yes	5
Bilingual School Secretary	01/24/17	02/15/17	02/22/17	03/01/17	74	28	4	4	4	4	03/01/17	02/28/18	*Yes	5
ECE Teacher Assistant	09/22/16	10/12/16	01/19/17	02/10/17	64	9	4	N/A	1	1	02/21/17	02/20/18	*Yes	8
ECE Teacher Assistant	11/28/16	12/16/16	01/19/17	02/10/17	51	4	2	N/A	2	2	02/21/17	02/20/18	*Yes	8
Paraeducator/LVN	12/27/16	01/19/17	02/16/17	03/03/17	69	38	10	N/A	10	10	03/03/17	03/02/18	*Yes	10
Project/Curriculum Center Clerk	12/12/16	01/05/17	02/15/17	02/27/17	79	52	24	25	20	20	02/27/17	02/26/18	No	13
Special Education Instructional Assistant	12/15/16	01/09/17	02/07/17	02/17/17	151	72	19	N/A	16	16	02/17/17	02/16/18	*Yes	14

*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: March 8, 2017 _____ 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
Administrative Secretary	09/24/2015	03/23/2017	09/23/2017
Assistant Director, Maintenance & Operations	09/29/2015	03/28/2017	09/28/2017
Benefits/Payroll Clerk	04/01/2016	03/31/2017	09/30/2017

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: March 8, 2017 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
Accounting/Data Processing Technician	08/29/2016	08/28/2017
Bilingual ECE Teacher Assistant	08/17/2016	08/16/2017
Bilingual School Secretary	10/17/2016	10/16/2017
ECE Teacher Assistant	08/17/2016	08/16/2017
Paraeducator/LVN	08/17/2016	08/16/2017
Special Education Instructional Assistant	10/10/2016	10/09/2017

RECOMMENDATION

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

MT: smc
72-16/17

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE	March 8, 2017	<u> </u> REPORT
TO:	Personnel Commission	<u> x </u> 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

- a. Beltran, Gloria Effective 01/09/17, from Health Assistant (DGM) to Health Assistant-LVN (MQ), 8 hours/11 months, Growth
- b. Bertman, Lisa Effective 01/09/17, Special Education Instructional Assistant I, from (CM), 5.75 hours/184 days to (SW), 6.5 hours/184 days, Increase in Hours by Seniority, Replacement for Devan Farris
- c. Booker-Simmons, Enasha Effective 01/18/17, Instructional Assistant I, from (OT) 5.75 hours/184 days to (YU/PT), 6.5 hours/184 days, Increase in Hours by Seniority, Replacement for Dannielle Hawkins
- d. Brown, Kyle Effective 01/17/17, from Custodian I (DO) to Warehouse Worker/Delivery Driver II, 8 hours/10 months (CN) Replacement for Eldwin Williams, Promotion
- e. Cardenas, Jorge Effective 01/01/17, from Maintenance Worker II to Maintenance Worker II-Certified (M&O)
- f. Contreras, Christina Effective 01/17/17, from Child Nutrition Assistant I, 3 hours/ 184 days (MZ) to Library Aide (YN), 4 hours/10 months Replacement LaTasha Holloway
- g. Hoxie, Susan Effective 01/09/17, Special Education Instructional Assistant I, from (YU), 5.75 hours/184 days to (DR), 6.5 hours/184 Days, Increase in Hours by Seniority, Replacement for Lorena Lazaro
- h. Jodice, Dani Effective 01/01/17, from Special Education Instructional Assistant I to Special Education Instructional Assistant II Completion of Coursework
- i. Jones, Tammy Effective 12/27/16, Accounting/Data Processing Technician from (Health Services) to (SESS), Voluntary Transfer Growth
- j. Murray, Thomas Effective 01/09/17, Campus Security Assistant from (YN) to (DW), 8 hours/184 days, Replacement for Christian Camarena
- k. Nunez Cipriano, Karen Effective 01/27/17, Instructional Assistant I, from MQ 5.75 hours/184 days to (GP/QV), 6.5 hours/184 days Increase in Hours by Seniority, Replacement for Terrance Stokes
- l. Payne, Amanda Effective 01/25/17, Instructional Assistant I, from (OT), 5.75 Hours/184 days to (JH/MQ), 6.5/184 days, Increase in Hours By Seniority, Replacement for Carey Smith
- m. Pollette, Natasha Effective 01/17/17, from Paraeducator/LVN (PDC), 7 hours/ 184 days to Health Assistant/LVN (YN), 8 hours/11 months Lateral Transition, Growth

Transfers and Reassignments

n. Reyes, Leslie

Effective 01/11/17, Paraeducator Moderate-Severe (SESS), 7 hours/184 days, Reassignment Due to Elimination of Position