



Personnel Commission
AGENDA OF REGULAR MEETING
Wednesday, April 12, 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
Mrs. Vicki Galli, Director, Personnel Commission

I. STUDY SESSION

A. Personnel Commission Budget

II. PRELIMINARY BUSINESS

A. Approval of Meeting Minutes – March 08, 2017

ACTION
74-16/17

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
75-16/17
76-16/17
77-16/17
78-16/17

V. UNFINISHED BUSINESS

None

VI. NEW BUSINESS

- A. Monthly Expenses Review
- B. Public Hearing
 - 1. Proposed 2017-2018 Personnel Commission Annual Budget

- C. Approval of 2017-2018 Personnel Commission Annual Budget
- D. Approval of Eligibility List with Less Than Three Ranks:
Social Emotional Learning Specialist

ACTION
79-16/17
80-16/17

ACTION

- E. Approval of Eligibility List with Less Than Three Ranks:
Paraeducator-Certified Interpreter (DHH)

81-16/17

VII. INFORMATION/REPORTS

- A. Classified Update
- B. 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

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

X. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: May 10, 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 March 08, 2017, Scheduled Meeting

CALL TO ORDER	The meeting was called to order by the Chairperson, Mrs. Kathleen Duren at 5:34 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. Elvira Cova, Personnel Analyst
STUDY SESSION	Ms. Theus presented a PowerPoint overview of the classified recruitment and hiring process, a copy of which is attached to these minutes.
PRELIMINARY BUSINESS	Ms. Fuller moved to approve the minutes of the February 08, 2017, regular meeting. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously.
PUBLIC COMMENTS CONCERNING AGENDA ITEMS	None.
PUBLIC COMMENTS CONCERNING NON-AGENDA ITEMS	None.
CONSENT AGENDA	Ms. Fuller moved to approve the Consent Agenda as a whole. 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.

Interim Director, Personnel Commission

Ms. Theus reported that recruitment for the Chief Business Officer position has been postponed pending further consideration.

Comments from the Commissioners

Ms. Fuller thanked Ms. Theus for her hard work on the thorough presentation of the recruitment and hiring process. She indicated she was convinced that the process is both timely and effective in terms of fairness and ensuring the hiring of the most qualified personnel.

Mrs. Thompson also thanked Ms. Theus for the detailed information, and commented that there have been many improvements and safeguards added to the process over the years.

Mrs. Duren also thanked Ms. Theus for the clarification of the process. She expressed her conviction that the process is thorough and timely.

CLOSED SESSION

None.

REPORT OUT

With no recess to closed session, there was no report.

NEXT MEETING

The next regularly scheduled meeting of the Personnel Commission is April 12, 2017, at 5:30 P.M. in Room 125 at Site 18

ADJOURNMENT

Mrs. Thompson moved to adjourn the meeting. Ms. Fuller seconded the motion. Meeting adjourned at 7:39 P.M.

Respectfully submitted,



Mary Theus
Interim Director, Personnel Commission

APPROVED

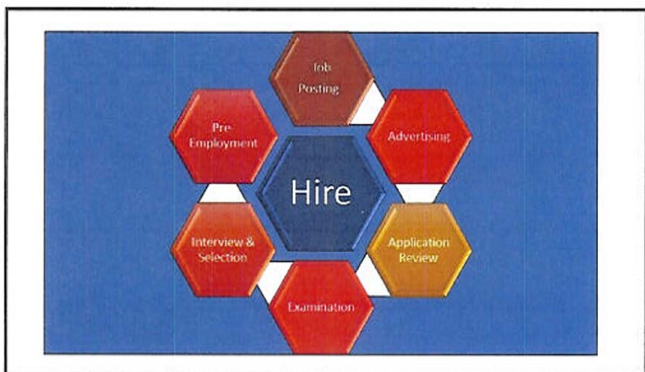
Kathleen Duren, Chairperson

Rosa B. Fuller, Commissioner

Deneese Thompson, Vice-Chairperson

Classified Recruitment & Hire

Personnel Commission



Recruitment Postings

Position Description

- Salary
- Job Type (Work Year)
- Application Closing Date & Time
- General Definition
- Scope of Duties & Responsibilities; KSA's to perform essential functions of the job.

Benefits

- Comprehensive package
- Not applicable

Supplemental Questions

- Mandatory Requirements
- Training & Experience
- Desirable Qualifications
- Skill Level

Minimum Qualifications

- Experience and Education
- Licenses, Certifications, Degrees
- Other Information

Application Review

General Qualifications of Applicants

*Applicants must possess all requirements that must be specified in the minimum qualifications established for the class.

Automated Screening

- Pass/Fail
- Scoring for Desirables

Analyst Review

- ☐ Notification of Disposition
- ☐ Rejection of Application
- ☐ Advancement to Examination



Examination

*Candidates who are not qualified to take the examination will be notified by email and by mail.

Exam Components (OPAC & CODESP)

- Technical/Performance (typing, shorthand, 10-key, proofreading; Word, Excel, data entry;)
- Written (multiple choice, supplemental essay)
- Qualification Appraisal Interview (QAI)
 - Examination Weighting
 - Seniority Credit (1/4 of one point; not to exceed total of 5 points)
 - Veteran's Credit (veteran = 5 points; disabled veteran = 10 points)
 - Examination Protests
 - Notice of Final Score; Examination Review



Eligibility Lists

*Applicants that are not qualified to take the examination will be notified by email and by mail.

- Promotional or Open & Promotional
- Ranked Placement of Eligibles: Ties in Examination
- Merged Lists (applicant retains date of Initial eligibility)
- List Duration (one year unless exhausted; not to exceed two 6-month extensions)

Interview and Selection

Selection Official

- Secure interview date & panel member(s)
- Invite candidates
- Prepare interview materials
 - a. Schedule
 - b. Evaluation Rating Form
 - c. Final Selection Form
 - d. Job Description & Interview Guidelines

Contingent Employment Offer

- Classification Title
- Work Location
- Work Shift/Working Hours
- Compensation/Benefit Package
- Secure date for pre-employment
- Respond to questions/concerns

Reference Checking

- Professional & Personal
- Timeline of Completion



Pre-Employment

Employment Documents

- Job Description / ADA Job Analysis Form
- Salary Schedule
- Tax Forms (W-4 and DE4)
- Form I-9 (Dept. of Homeland Security)
- CSEA Membership Enrollment
- Bargaining Unit Contract or Leadership Policy
- P.C. Rules & Regulations: Classified Employee Handbook
- Appointment Authorizations (pre-employment testing)
- P.C. Internal Checklist

Fingerprint/Background Screening

- Department of Justice
- Federal Bureau of Investigations (FBI)

Examinations

- WorkSTEPS Assessment (job-specific testing)
- Hearing & Vision screening
- Physical including drug screening
- Tuberculosis Risk Assessment



"Every applicant must be in all respects mentally and physically competent to perform the essential functions of the classification with or without reasonable accommodation."

Hire

1. Pre-Employment Clearances

- a. Fingerprint
- b. Examinations

2. Review of Pre-Employment Documents

- a. Signatures and Dates (applicants & P.C. staff)
- b. Identification and Supplemental documents

3. Notifications

- a. Applicant - Establish start date
- b. Employment Letter
- c. Site/Department Administrators & Support Personnel
- d. Personnel Requisition/File Preparation for routing to H.R.



Best Practice: Applicant

1. Thoroughly review job posting and requirements
2. Indicate all relevant work experience
3. Upload required attachments (i.e. cover letter, résumé, certifications, licenses)
4. Concise responses to supplemental questions
5. Review all areas of application for accuracy
6. Review certification statement prior to submitting application
7. Sign in to applicant account periodically to obtain application status
8. Submit Job Interest Card
9. Ask Questions! Seek assistance from Personnel Commission staff



Best Practice: E-Recruiting & Competing

J.D. Siskin Consulting
CSP/CA/CPH/CHP
Personality Based Recruitment System

Various automated internet and online strategies

- E-Recruiting
- Social Media
- Social Networking sites
- Applicant Tracking Software

Recruiting Strategies

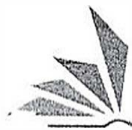
- Employ a balanced set of recruitment strategies that effectively market the organization.
- Districts have different recruitment needs and should tailor their strategies to meet those needs.
- Reach out to students at universities and colleges.
- Reach out to the community with a "Call To Serve"



- Understand the concerns about the ability to compete with the private sector and other public sectors facing your district.
- Remain competitive against private and public employers who often offer higher salaries
- Understand what you can and cannot provide and where you can and cannot compete.
- Employ innovative recruitment approaches that meet the strategic plan and workforce plan for your district.

Address the needs of your workforce and market the strengths you have as an employer, while supporting your brand.

Questions



Classified Update for March 8, 2017

1. Testing Status:

Administrative Clerk II	QAIs scheduled 03/16/17
Bilingual Administrative Secretary	Performance/written examination to be scheduled
Family Health Provider	QAIs scheduled 03/14/17
Paraeducator-Certified Interpreter I	QAI to be scheduled (1)
Paraeducator-Moderate to Severe	QAIs scheduled 03/10/17
Personnel Administrative Clerk	Performance/written examination scheduled 03/14, 03/15, 03/17

2. Postings:

Assistant Director of Child Nutrition	Closes 03/14/17
Bilingual ECE Teacher Assistant	Continuous
ECE Teacher Assistant	Continuous
Library Aide	Closes 03/28/17
Occupational Therapist	Continuous
Paraeducator Certified Interpreter	Continuous
Paraeducator Certified Interpreter II	Continuous
Parent/Community Liaison	Closes 03/28/17
Social Emotional Learning Specialist (Reposted)	Closes 04/07/17
Special Education Instructional Assistant	Closes 03/23/17

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: April 12, 2017 REPORT
TO: Personnel Commission x ACTION
FROM: Vicki Galli
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
April 12, 2017**

CLASSIFIED RECRUITMENT SUMMARY REPORT

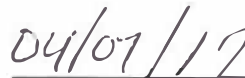
Job Classification	Open Date	Close Date	Written Exam Date	QAI Date	Number of Applicants	Number Passed MQs	Number Passed Written	Passed Performance	Number Passed QAI	Number Eligible	Effective Date	Expiration Date	Merged *Yes/No	Total # of Ranks
Administrative Clerk II	10/28/16	11/18/16	01/24/17 01/25/17	03/16/17	120	86	19	19	12	12	03/17/17	03/16/18	No	7
Family Health Provider	07/27/15	08/14/15	01/24/17	03/14/17	35	21	2	N/A	2	2				
Family Health Provider	01/27/17	02/17/17	03/01/17	03/14/17	28	10	5	N/A	5	5	03/15/17	03/14/18	No	5
Paraeducator-Moderate to Severe	01/19/17	02/08/17	03/07/17	03/10/17	70	21	10	N/A	10	10	03/13/17	03/12/18	*Yes	8

*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.



Vicki Galli
Director, Personnel Commission



Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: April 12, 2017 _____ REPORT
TO: Personnel Commission x ACTION
FROM: Vicki Galli
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
Attendance Clerk	04/27/2016	04/26/2017	10/26/2017
Child Nutrition Assistant I	04/27/2016	04/26/2017	10/26/2017
Director of Accounting	10/26/2015	04/25/2017	10/25/2017
Health Technician-LVN	11/18/2015	05/17/2017	11/17/2017

RECOMMENDATION

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

VG:smc
76-16/17

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: April 12, 2017 ☐ REPORT
TO: Personnel Commission ☒ ACTION
FROM: Vicki Galli
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
Paraeducator-Moderate to Severe	10/24/2016	10/23/2017

RECOMMENDATION

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

VG: smc
77-16/17

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE April 12, 2017 REPORT
TO: Personnel Commission x ACTION
FROM: Vicki Galli
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. Aguayo, Raquel Effective 03/06/17, Instructional Assistant I, from (DR), 5.75 hours/184 days to (PT/YU), 6.5 hours/184 days, Replacement for Enasha Booker-Simmons, Increase in Hours by Seniority
- b. Alvarez, Thelma Effective 03/08/17, Bilingual Instructional Assistant, from (MZ) to (LA), 5.75 hours/184 days, Replacement for Eunice Valle, Voluntary Transfer
- c. Arriaga Castillo, Elisa Effective 03/02/17, Student Interventionist, from (TW) to (MZ), 5.75 hours/184 days, Replacement for Denise Condra Voluntary Transfer
- d. Booker-Simmons, Enasha Effective 02/21/17, Instructional Assistant I, from 6.5 hours/184 days, (PT/YU) to 5.75 hours/184 days (OT), Voluntary Demotion
- e. Brown, Erika Effective 02/23/17, from Special Education Instructional Assistant (PDC) to Paraeducator Moderate-Severe (DW) 5.75 hours/184 days, Replacement for Kimberly Smart Promotion
- f. Granados, Thania Effective 03/01/17, from Administrative Clerk I (SH) to Bilingual Typist Clerk (QV), 5.75 hours/10 months Replacement for Ruth Rivera, Lateral Transfer
- g. Henson, Timothy Effective 02/09/17, Paraeducator Moderate-Severe (PDC) 5.75 hours/184 days, Reassignment to the Same Site Due to Elimination of Position, Growth
- h. Herrera, Kandace Effective 02/15/17, from Child Nutrition I (DR), 3 hours/184 Days to School Secretary (SH), 8 hours 11 months, Growth
- i. Hines, Mary Beth Effective 02/14/17, Transportation Technician, from Transportation to (SESS), Involuntary Transfer
- j. Lobato, Ivonne Effective 02/21/17, Paraeducator Moderate-Severe (PDC) From 6.5 hours/184 days to 7 hours/184 days, Increase in Hours by Seniority
- k. Navarro Cuevas, Genaro Effective 02/27/17, Custodian I, from (BV) to (DO) Voluntary Transfer, Replacement for Kyle Brown
- l. Stillo, Susana Effective 01/24/17, Interim Assistant Director (M&O) Limited Term Assignment
- m. Victoria, Monica Effective 03/09/17, Instructional Assistant I, from (CM), 5.75 hours/184 days to (DC/OC), 6.5 hours/184 days, Replacement for Sarah Shoesmith, Increase in Hours by Seniority

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: April 12, 2017 X REPORT
TO: Personnel Commission ACTION
FROM: Vicki Galli
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.

VG:smc
83-16/17

Palmdale School District

Personnel Commission 230

From Date: 3/1/2017

To Date: 3/31/2017

Fiscal Year: 2016-2017

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
01.0.00000.0.00000.74400.3712. 23000000	Retiree Benefits, Class	\$10,290.12	\$0.00	\$10,290.12	\$0.00	\$7,839.25	\$2,450.87	\$0.00	\$2,450.87	23.82%
01.0.00000.0.00000.74400.3752. 23000000	OPEB Active Emp. Class	\$15,480.00	\$0.00	\$15,480.00	\$0.00	\$5,802.92	\$9,677.08	\$0.00	\$9,677.08	62.51%
01.0.00000.0.00000.74400.4320. 23000000	Supplies	\$10,000.00	\$0.00	\$10,000.00	\$32.34	\$1,851.45	\$8,148.55	\$1,567.32	\$6,581.23	65.81%
Transaction Detail (Standard)										
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount				
2272017	70230	170008	AP POSTING	VINCE'S PASTA & PIZZA	Accounts Payable	\$32.34				
						Detail Total:	\$32.34			
01.0.00000.0.00000.74400.4380. 23000000	Supplies-Technology	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$117.83	\$1,882.17	\$0.00	\$1,882.17	94.11%
01.0.00000.0.00000.74400.4420. 23000000	Non Cap Asset	\$550.00	\$0.00	\$550.00	\$0.00	\$0.00	\$550.00	\$0.00	\$550.00	100.00%
01.0.00000.0.00000.74400.5210. 23000000	Mileage	\$500.00	\$0.00	\$500.00	\$0.00	\$36.34	\$463.66	\$0.00	\$463.66	92.73%
01.0.00000.0.00000.74400.5226. 23000000	Conferences/Mileage	\$11,600.00	\$0.00	\$11,600.00	\$0.00	\$10,616.56	\$983.44	\$0.00	\$983.44	8.48%
01.0.00000.0.00000.74400.5310. 23000000	District Membership	\$3,050.00	\$0.00	\$3,050.00	\$0.00	\$3,050.00	\$0.00	\$0.00	\$0.00	0.00%
01.0.00000.0.00000.74400.5712. 23000000	Direct Costs-Printing	\$1,100.00	\$0.00	\$1,100.00	\$0.00	\$610.51	\$489.49	\$0.00	\$489.49	44.50%
01.0.00000.0.00000.74400.5713. 23000000	Direct Costs-Data Proc	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00	100.00%
01.0.00000.0.00000.74400.5714. 23000000	Direct Costs-Cal Out	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
01.0.00000.0.00000.74400.5715. 23000000	Direct Costs-Ma'int	\$185.00	\$0.00	\$185.00	\$0.00	\$140.40	\$44.60	\$0.00	\$44.60	24.11%
01.0.00000.0.00000.74400.5719. 23000000	Direct Costs-Mailing Services	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$439.72	\$1,560.28	\$0.00	\$1,560.28	78.01%
01.0.00000.0.00000.74400.5810. 23000000	Advertising - Local	\$7,000.00	\$0.00	\$7,000.00	\$400.47	\$1,552.80	\$5,447.20	\$0.00	\$5,447.20	77.82%

Transaction Detail (Standard)										
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount				
171089PD	74443	173819	AP POSTING	SCHOOL NEWS ROLL CALL, LLC	Accounts Payable	\$263.00				
32316896	73884	173485	AP POSTING	A V PRESS	Accounts Payable	\$137.47				
						Detail Total:	\$400.47			

Palmdale School District

Personnel Commission 230

From Date: 3/1/2017

To Date: 3/31/2017

Fiscal Year: 2016-2017

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
01.0.00000.0.00000.74400.5822. 23000000	Legal Expenses	\$40,000.00	\$0.00	\$40,000.00	\$570.00	\$6,660.25	\$33,339.75	\$33,339.75	\$0.00	0.00%

Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
510321	71757	171555	AP POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$240.00
510322	71757	171555	AP POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$330.00
Detail Total:						\$570.00

01.0.00000.0.00000.74400.5828. 23000000	Software Support	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$14,261.00	\$739.00	\$0.00	\$739.00	4.93%
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01.0.00000.0.00000.74400.5830. 23000000	Consultants	\$40,400.00	\$0.00	\$40,400.00	\$1,849.75	\$11,098.50	\$29,301.50	\$28,901.50	\$400.00	0.99%
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Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
20171006	62931	162677	AP POSTING	EDUCATIONAL MANAGEMENT SOLUTIONS	Accounts Payable	\$1,849.75
Detail Total:						\$1,849.75

01.0.00000.0.00000.74400.5890. 23000000	Other Operation Services	\$2,000.00	\$0.00	\$2,000.00	\$100.00	\$220.00	\$1,780.00	\$830.00	\$950.00	47.50%
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Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
3883	72647	172333	AP POSTING	SHREDS UNLIMITED	Accounts Payable	\$50.00
4038	72647	172333	AP POSTING	SHREDS UNLIMITED	Accounts Payable	\$50.00
Detail Total:						\$100.00

Function: Personnel Commission - 74400

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: April 12, 2017 REPORT

TO: Personnel Commission X ACTION

FROM: Vicki Galli
Director, Personnel Commission

RE: APPROVAL OF PERSONNEL COMMISSION 2017-2018 BUDGET

BACKGROUND

As a Merit District, it is necessary to submit an annual proposed Personnel Commission budget, hold a public hearing, and take action on the proposed budget prior to May 30th of the said year per California Education Code Section 45253. Notices of the public hearing and proposed budget are sent to all governing Board members. In accordance with Personnel Commission Rules and Regulations, Item 2.16, the budget will be proposed to the Commissioners not later than the first meeting in April.

STATUS

On April 12, 2017, a public hearing will be held regarding the attached 2017-2018 Personnel Commission budget.

RECOMMENDATION

It is recommended that the Personnel Commission approve the proposed 2017-2018 annual budget as presented.



California School Personnel Commissioners Association
Supporting Education Through Merit

It is that time of the year that you are preparing your Personnel Commission's fiscal 2017-18 budget. I am attaching a budget letter for information. Some of you are new to the Personnel Commission budget process, and the attachments will provide you with a summary of the budget process for commissioners.

As you prepare your budget, do not forget to plan for your staff training and development as authorized by Ed. Code 45255. The following are CSPCA provided educational and training opportunities specifically focused on your needs in a Merit System:

Merit Academy beginning in January or February 2018, specific dates to be determined and our annual conference from Feb 1- 4, 2018 in San Diego. In addition, we partner with CODESP and CPS HR services throughout the for job related webinars.

By joining your regional CSPCA association you will have an opportunity to meet with other commissioners and staff, share common interests and participate in additional training.

For additional HR technical training of your Director, staff, and even commissioners that are interested, we recommend joining professional organizations such as the Personnel Testing Council (PTC), The Western Regional Intergovernmental Assessment Council (WRIPAC), International Personnel Management Association (IMPA).

A well-educated Personnel workforce makes for a strong Personnel Commission.



California School Personnel Commissioners Association

Supporting Education Through Merit

15360 Tacony Road Apple Valley, CA 92307

Phone: (760) 617-4297 Fax: (760) 242-5843

www.meritsystem.org

George Cole, Executive Director

THE PERSONNEL COMMISSION BUDGET, WHO CONTROLS THE PURSE STRINGS?

The local governing board of a school district does not control the expenditures of the Personnel Commission as it does most other district expenditures. **The Second Appellate Court of the State of California in *Lynnwood Personnel Commission vs. Lynnwood Board of Education* determined that the California Legislature allows the Personnel Commission to be financially independent by formulating its own budget; to be politically independent by appointing its own staff; and to be functionally independent by supervising its own employees.** Under early merit system laws, funding for the Personnel Commissions was often left to the discretion of local school boards, legislators or mayors. Thus commissions had to depend upon the continued support of controlling bodies for their funding. Commissions established in one political climate or by vote of the electorate were often rendered powerless by spoils minded political machines that cut off their funding. The individuals who framed the Merit System provision of California law sought to free school Personnel Commissions from the undue influence of political pressure and shifting governmental pressures. Thus, under the present Education Code, the Commission budget is a legal charge against the funds of the school district. Personnel Commissioners should recognize that the budgets that they approve annually must provide the necessary staffing and operational funding that is necessary for Personnel Commission staffs to efficiently and effectively provide the required services for their School Districts. If Commissions fail to provide adequate funding, they can also expect to be challenged and criticized for not doing their job. The Personnel Commission's budget is not a complicated document compared to the district's budget. Personnel Commissions should be able to justify and support every dollar in their budget and understand that the budget is no more than a spending plan that is administered by their director. The

school district can't authorize any expenditure or make any transfers between object codes without the Director's approval. Commissions should periodically receive budget status reports at regular Commission meetings and advised of any expenditure that requires transfers between staffing or operational expenses. **The Personnel Commission is not intended to operate without accountability in the way it spends its funds. State law mandates a specific set of procedures that a Commission must follow in order to secure budgetary approval. The Commission has the responsibility for determining what is necessary and adequate to carry out its mandates (Attachment 1-Ed Code 45253).**

If the County Superintendent of Schools proposes to reject a Commission budget, CSPCA highly recommends that the County Superintendent of Schools contract with the Office of Administrative Hearings and Appeals of the State of California, for an independent administrative law judge to conduct a public hearing. This is the procedure required by the ED Code for a County Office of Education Merit System.

Having the County Superintendent to follow this procedure removes any political pressure from the process, and basis the decision on the law and the facts.

George Cole
Executive Director, CSPCA

Attachment 1

45253. (a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255.

(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.

(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

(d) If the county superintendent of schools proposes to reject the budget as submitted by the personnel commission of a county office of education, the county superintendent shall contract with the Office of Administrative Hearings of the State of California for an administrative law judge to conduct a public hearing on the proposed rejection. The administrative law judge shall render findings and any proposed amendments, if any, to the proposed budget. The personnel commission may accept or reject the findings and proposed amendments. If the personnel commission rejects the findings and proposed amendments, if any, of the administrative law judge, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

(e) The procedures of subdivision (d) apply if an individual serves as both the county superintendent of schools and the superintendent of a school district within the county.

45255. The commission may, with respect to the staff of the commission, expend funds for their orientation, training, retraining, and development and for any purpose prescribed by Article 9 (commencing with Section 45380) of this chapter.



**Business Advisory Services
Annual Budget of Personnel Commission
Fiscal Year 2017-2018
Education Code Section 45253 (K-12 Districts) or 88073 (CC Districts)**

Palmdale

School District, Los Angeles County, California.

Notice of Public Hearing by the Personnel Commission

To: Governing Board and District Administration

The Public Hearing on this proposed budget will be held at

37230 37th St East, Rm 122, Palmdale, CA

(Place)

on April 12, 2017 at 5:30 o'clock P M.

You are invited to attend and present your views.

Signed

Chairman or Director of Personnel Commission

Adopted Annual Budget of Personnel Commission

To: Los Angeles County Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting April 12, 2017

Signed

Chairman or Director of Personnel Commission

Approval of Annual Budget of Personnel Commission

To: Governing Board and Personnel Commission

This report has been examined and approved by

Date

Annual Financial and Budget Report
Fiscal Year 2017-2018

Expenditure by Object		2015-2016 Actual*	2016-2017 Actual or Estimated*	2017-2018 Budget*
2000	Classified Salaries ⁽¹⁾			
	Commission Members ⁽²⁾	\$ 2,400.00	\$ 1,350.00	\$ 2,700.00
	Director	130,199.00	121,257.00	120,872.00
	Secretaries, Clerks	48,553.00	28,466.00	48,077.00
	Other	184,089.00	82,243.00	190,469.00
3000	Employee Benefits	228,693.00	120,479.00	252,142.00
	Subtotal	593,934.00	353,795.00	614,260.00
4000	Supplies and Equipment Replacement	8,648.00	1,969.00	21,500.00
5000	Operating Expenses	67,964.00	47,614.00	111,825.00
6000	Equipment	0.00	0.00	0.00
	Subtotal	76,612.00	49,583.00	133,325.00
	Appropriation for Contingencies ⁽³⁾	0.00	0.00	0.00
	Total Expenditures	\$ 670,546.00	\$ 403,378.00	\$ 747,585.00

* Round to the nearest dollar.

⁽¹⁾ Include expenditures only directly attributable to the activities of the Commission and their employees.

For example: salaries of administrators having a line responsibility for all district operations **should not** be prorated even though some time may be spent working with the personnel director.

⁽²⁾ Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (Education Code Section 45250)

⁽³⁾ Include in Appropriation for Contingencies only amounts that may seem necessary for unforeseen requirements.

LOS ANGELES COUNTY OFFICE OF EDUCATION
Business Advisory Services

**NOTIFICATION OF DISTRICT INTENT TO CONCUR WITH OR REJECT
THE PROPOSED FISCAL YEAR 2017-18 PERSONNEL COMMISSION BUDGET**

- _____ The Governing Board concurs with the proposed fiscal year 2017-18 Personnel Commission Budget.
- _____ The Governing Board intends to request that the County Superintendent of Schools reject the Personnel Commission's budget and follow the provisions of Education Code (EC) Section 45253 or EC Section 88073. **The superintendent, on behalf of the district Governing Board, will be submitting a formal written request to the Los Angeles County Superintendent of Schools to reject the budget.**
- _____ The Governing Board neither concurs with, nor intends to request the County Superintendent to reject the Personnel Commission's budget.

Date

Palmdale School District

District Name

Signature

District Superintendent/President

NOTE: This "Notification of District Intent" **must** be attached to the proposed Personnel Commission Budget when it is submitted to the Los Angeles County Office of Education.

PERSONNEL COMMISSION (Location 2300000) 2017-18 BUDGET WORKSHEET

Description	Object	Function	2015-16	2016-17	2016-17	2017-18	Up/Down	Justification
			Actuals	Budget	YTD Actual	Proposed		
Commissioners	2305	74400	\$ 2,400	\$ 3,000	\$ 1,350	\$ 2,700	\$ (300)	
PC Director	2350	74400	\$ 130,199	\$ 116,314	\$ 121,257	\$ 120,872	\$ 4,558	
Personnel Analysts	2406	74400	\$ 171,067	\$ 167,720	\$ 77,240	\$ 174,998	\$ 7,278	
Secretary	2410	74400	\$ 48,553	\$ 46,452	\$ 28,466	\$ 48,077	\$ 1,625	
Classified Extra Hours	2411	74400	\$ 10,777	\$ 15,000	\$ 4,869	\$ 15,471	\$ 471	
Admin Subs	2422	74400	\$ 2,245	\$ -	\$ 134	\$ -	\$ -	
TOTAL OBJECT 2000			\$ 365,241	\$ 348,486	\$ 233,316	\$ 362,118	\$ 13,632	
PERS - Classified	3212	74400	\$ 40,532	\$ 39,510	\$ 30,872	\$ 48,115	\$ 8,605	
OASDI - Classified	3312	74400	\$ 22,410	\$ 21,608	\$ 14,548	\$ 22,452	\$ 844	
Medicare - Classified	3332	74400	\$ 5,272	\$ 5,055	\$ 3,595	\$ 5,251	\$ 196	
ARP Classified	3342	74400	\$ 81	\$ -	\$ -	\$ -	\$ -	
H/W - Classified	3412	74400	\$ 122,347	\$ 135,776	\$ 50,632	\$ 137,376	\$ 1,600	
U/I - Classified	3512	74400	\$ 181	\$ 177	\$ 123	\$ 182	\$ 5	
W/C - Classified	3612	74400	\$ 11,699	\$ 1,077	\$ 7,067	\$ 11,118	\$ 10,041	
OPEB Active	3712	74400	\$ 12,271	\$ 11,711	\$ 7,839	\$ 12,168	\$ 457	
OPEB	3752	74400	\$ 13,900	\$ 15,480	\$ 5,803	\$ 15,480	\$ -	
TOTAL OBJECT 3000			\$ 228,693	\$ 230,394	\$ 120,479	\$ 252,142	\$ 21,748	

PERSONNEL COMMISSION (Location 2300000) 2017-2018 BUDGET WORKSHEET

Description	Object	Function	2015-16 Actuals	2016-17 Budget	2016-17 YTD Actual	2017-18 Proposed	Up/Down	Justification
Supplies - Buyout	4320	74400	\$ 7,293	\$ 14,000	\$ 1,851	\$ 12,000	\$ (2,000)	
Supplies - Technology	4380	74400	\$ 169	\$ 2,000	\$ 118	\$ 2,000	\$ -	Ipad accessories, keyboards, projector bulbs, etc.
Supplies - Tech Non Cap	4420	74400	\$ -	\$ 500	\$ -	\$ 1,000	\$ 500	New version DVDs for resource
Equip Tech Non Cap	4480	74400	\$ 1,222	\$ 5,500	\$ -	\$ 6,500	\$ 1,000	Copier, 3 Ipads for QAI, 2 printers
TOTAL OBJECT 4000			\$ 8,684	\$ 22,000	\$ 1,969	\$ 21,500	\$ (500)	
Mileage	5210	74400	\$ 1,687	\$ 100	\$ 36	\$ 2,000	\$ 1,900	New LMCT mileage policy
Travel & Conference	5220	74400	\$ 2,826	\$ 15,000	\$ 10,617	\$ 18,000	\$ 3,000	Prof Dev, user, merit system conferences
Dues & Membership	5310	74400	\$ 2,871	\$ 3,000	\$ 3,050	\$ 3,250	\$ 250	Add PCASC, increase in CODESP
Direct Costs - Printing	5712	74400	\$ 2,129	\$ 2,000	\$ 611	\$ 2,000	\$ -	
Postage	5719	74400	\$ 868	\$ 2,000	\$ 440	\$ 2,000	\$ -	
Advertising	5810	74400	\$ 2,529	\$ 10,000	\$ 1,290	\$ 10,000	\$ -	
Legal	5822	74400	\$ 17,491	\$ 40,000	\$ 6,090	\$ 40,000	\$ -	
Software Support	5828	74400	\$ 14,261	\$ 14,500	\$ 14,261	\$ 27,375	\$ 12,875	Increase in NeoGov, OPAC, Add Onboarding, EMS
Consultants	5830	74400	\$ 23,302	\$ 37,000	\$ 11,099	\$ 6,400	\$ (30,600)	EMS, Prof Dev
Other Operating Services	5890	74400	\$ -	\$ -	\$ 120	\$ 800	\$ 800	Shredding
TOTAL OBJECT 5000			\$ 67,964	\$ 123,600	\$ 47,614	\$ 111,825	\$ (11,775)	
TOTAL OBJECT 6000								
TOTAL			\$ 670,582	\$ 724,480	\$ 403,378	\$ 747,585	\$ 23,105	

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: April 12, 2017 REPORT
TO: Personnel Commission X ACTION
FROM: Vicki Galli
Director, Personnel Commission
RE: APPROVAL OF ELIGIBILITY LIST WITH LESS THAN THREE RANKS:
SOCIAL EMOTIONAL LEARNING SPECIALIST

BACKGROUND

A primary function of the Personnel Commission is to recruit and select qualified candidates for employment with the District based on the merit system. Through the selection process, candidates are tested and ranked on the basis of their overall knowledge, skills, and abilities.

STATUS

Recruitment efforts for the classification of Social Emotional Learning Specialist has been ongoing since October 24, 2016. Currently we have one applicant who meets all minimum qualifications and successfully completed the examination process. Student Services has an immediate need for qualified candidates, and would like the ability to interview and select, if appropriate, from the one candidate. Therefore, a list of fewer than three ranks is presented for your consideration and approval.

RECOMMENDATION

It is recommended that the Personnel Commission approve the eligibility list for Social Emotional Learning Specialist, as presented.

VG:smc
80-16/17

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
April 12, 2017**

CLASSIFIED RECRUITMENT SUMMARY REPORT

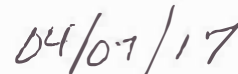
Job Classification	Open Date	Close Date	Written Exam Date	QAI Date	Number of Applicants	Number Passed MQs	Number Passed Written	Passed Performance	Number Passed QAI	Number Eligible	Effective Date	Expiration Date	Merged *Yes/No	Total # of Ranks
Social Emotional Learning Specialist	01/26/17	02/27/17	N/A	03/10/17	9	1	N/A	N/A	1	1	03/13/17	03/12/18	No	1

*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.



Vicki Galli
Director, Personnel Commission



Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE:	April 12, 2017	REPORT
TO:	Personnel Commission	<u>X</u> ACTION
FROM:	Vicki Galli Director, Personnel Commission	
RE:	APPROVAL OF ELIGIBILITY LIST WITH LESS THAN THREE RANKS: PARAEDUCATOR CERTIFIED INTERPRETER (DHH)	

BACKGROUND

A primary function of the Personnel Commission is to recruit and select qualified candidates for employment with the District based on the merit system. Through the selection process, candidates are tested and ranked on the basis of their overall knowledge, skills, and abilities.

STATUS

Recruitment efforts for the classification of Paraeducator Certified Interpreter (DHH) are continuous, with a limited number of applicants. Currently, we have one applicant who meets all minimum qualifications and has completed the examination process. Due to an ongoing need for qualified candidates, the District would like the ability to interview and select, if appropriate, from the one candidate. Therefore, a list of fewer than three ranks is presented for your consideration and approval.

RECOMMENDATION

It is recommended that the Personnel Commission approve the eligibility list for Paraeducator Certified Interpreter (DHH), as presented.

VG:smc
81-16/17

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
April 12, 2017**

CLASSIFIED RECRUITMENT SUMMARY REPORT

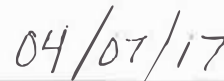
Job Classification	Open Date	Close Date	Written Exam Date	QAI Date	Number of Applicants	Number Passed MQs	Number Passed Written	Passed Performance	Number Passed QAI	Number Eligible	Effective Date	Expiration Date	Merged *Yes/No	Total # of Ranks
Paraeducator-Certified Interpreter (DHH)	09/09/16	Continuous	02/17/17	03/30/17	7	1	1	N/A	1	1	03/30/17	03/29/18	No	1

*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.



Vicki Galli
Director, Personnel Commission



Date