



Personnel Commission
AGENDA OF REGULAR MEETING
Wednesday, May 10, 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. PRELIMINARY BUSINESS

- | | |
|---|----------------------------------|
| A. Approval of Meeting Minutes – April 12, 2017 | <u>ACTION</u>
83-16/17 |
| B. Approval of Special Meeting Minutes – April 19, 2017 | 84-16/17 |
| C. Approval of Special Meeting Minutes – April 28, 2017 | 85-16/17 |

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.

- | | |
|---|----------------------|
| | <u>ACTION</u> |
| A. Ratification of Eligibility List(s) | 86-16/17 |
| B. Extension of Eligibility List(s) | 87-16/17 |
| C. Nullification of Eligibility List(s) | 88-16/17 |
| D. Ratification of Transfers | 89-16/17 |

IV. UNFINISHED BUSINESS

None

V. NEW BUSINESS

- | | |
|---|----------------------|
| A. Monthly Expenses Review | |
| | <u>ACTION</u> |
| B. Approval of 2017-2018 Fagen Friedman & Fulfroost Contract for Legal Services | 90-16/17 |
| C. Approval of Eligibility List with Less Than Three Ranks:
Occupational Therapist | 91-16/17 |

VI. INFORMATION/REPORTS

- A. Classified Update
- B. Director, Personnel Commission
Brown Act and Robert's Rules presented by Mr. Jay Fernow of Fagen Friedman & Fulfroost
- C. Comments from Commissioners

VII. 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 Evaluation – Director, Personnel Commission

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 Evaluation – Director, Personnel Commission

IX. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: June 14, 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 April 12, 2017 - Scheduled Meeting

CALL TO ORDER	The meeting was called to order by the Vice Chairperson, Mrs. Deneese Thompson, at 5:30 P.M., followed by the Pledge of Allegiance led by Ms. Rosa Fuller.
MEMBERS PRESENT	Mrs. Deneese Thompson, Vice-Chairperson Ms. Rosa Fuller, Commissioner
MEMBERS ABSENT	Mrs. Kathleen Duren
STAFF PRESENT	Mrs. Vicki Galli, Director, Personnel Commission Ms. Elvira Cova, Personnel Analyst Ms. Mary Theus, Personnel Analyst Mrs. Susan McCormick, Administrative Secretary
STUDY SESSION	Mrs. Galli presented an overview of the proposed Personnel Commission Annual Budget, a copy of which is attached to these minutes.
PRELIMINARY BUSINESS	Ms. Fuller moved to approve the minutes of the March 8, 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	Astrid Cante, CSEA Chapter 296 President, spoke concerning the proposed Personnel Commission Annual Budget. She outlined several concerns that CSEA has with the budget as presented including District monitoring of Personnel Commission budget, the services of Educational Management Solutions, stipend breakdown, NEOGOV Onboarding, shredding services, CSEA E-Board member attendance at the CSPCA conference, and unspent funds being returned to the General Fund. Ms. Cante asked if the budget approval could be tabled to afford another public hearing. Mrs. Galli presented the Personnel Commission Rules & Regulations and LACOE requirements relating to the budget approval process, and expressed concern regarding the ability to meet the LACOE-required deadline of Board of Trustees approval by May 30 th .
PUBLIC COMMENTS CONCERNING NON-AGENDA ITEMS	Debra Ramirez, Account/Data Processing Technician and CSEA E-Board member, thanked the Commissioners again for including CSEA E-Board members in CSPCA's conference and reiterated the benefit of two members attending. She hopes the budget will include funding for that to happen again next year. Ms. Ramirez also suggested the

consideration of eliminating QAls from the examination process for some entry-level positions. She expressed concern with administrators in non-related fields rating candidates in the QAI process.

Astrid Cante welcomed Mrs. Galli back to the meeting process and reiterated Ms. Ramirez' comments regarding conference attendance for CSEA E-Board members. She spoke about the CSEA's concern with the length of the hiring process and also recommended eliminating the QAI step for entry-level positions. Ms. Cante also asked the Commissioners to consider posting more higher-level positions as promotional-only.

CONSENT AGENDA

Ratification of Eligibility List(s)

Ms. Fuller moved to approve the Ratification of Eligibility Lists. Mrs. Thompson seconded the motion. After brief discussion about the Family Health Provider recruitment, the vote was called for. Motion passed unanimously.

Extension of Eligibility List(s)

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

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. Hearing none, the vote was called for. Motion passed unanimously.

Ratification of Transfers

Ms. Fuller moved to approve the Ratification of Transfers. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Motion passed unanimously.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Monthly Expenses Review

The Monthly Expenses Review was included in the agenda.

Public Hearing

Public Hearing was convened at 6:21 P.M. for public comment on the proposed 2017-2018 Personnel Commission Annual Budget. After hearing no comments, the public hearing was closed at 6:22 P.M.

Approval of 2017-2018 Personnel Commission Annual Budget

After thanking Mrs. Galli for her timeliness in presenting the proposed budget, Ms. Fuller moved to table the vote on approval of the budget to

a Special Meeting. Mrs. Thompson seconded the motion and discussion was called for. After brief discussion, the date was set for April 19, 2017, at 5:30 P.M. The vote was called for. Motion passed unanimously.

Approval of Eligibility List with Less than Three Ranks:

Social Emotional Learning Specialist

Ms. Fuller moved to approve the Eligibility List with Less Than Three Ranks. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Motion passed unanimously.

Approval of Eligibility List with Less Than Three Ranks:

Paraeducator-Certified Interpreter (DHH)

Ms. Fuller moved to approve the Eligibility List with Less Than Three Ranks. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Motion passed unanimously.

INFORMATION/REPORTS

Classified Update

Mrs. Galli distributed the Classified Update. A copy is attached as part of the official minutes.

Director, Personnel Commission

The study session on the 2017-2-18 Personnel Commission budget was presented prior to the public hearing.

Comments from the Commissioners

Ms. Fuller would like to review the guidelines for requiring three administrators at interviews. She also expressed concern with the disparity between numbers of applicants for some positions and numbers that pass the testing process.

CLOSED SESSION

Recess to closed session at 6:35 P.M.

REPORT OUT

Reconvene to open session at 7:25 P.M. No report.

NEXT MEETING

A Special Meeting is scheduled for April 19, 2017, at 5:30 P.M. in room 125 at Site 18, to consider the approval of the 2017-2018 Personnel Commission budget.

The next regularly scheduled meeting of the Personnel Commission is May 10, 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 7:25 P.M.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Vicki Galli". The signature is fluid and cursive, with the first name "Vicki" and last name "Galli" clearly distinguishable.

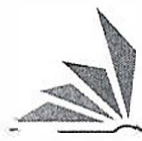
Vicki Galli
Director, Personnel Commission

APPROVED

Kathleen Duren, Chairperson

Rosa B. Fuller, Commissioner

Deneese Thompson, Vice-Chairperson



Classified Update for April 12, 2017

1. Testing Status:

Bilingual Administrative Secretary	Performance/written examination to be scheduled
Bilingual ECE Teacher Assistant	Written exam 04/04/17, QAIs 04/12/17
ECE Teacher Assistant	Written exam 04/04/17, QAIs 04/12/17
Library Aide	Performance/written exam scheduled 04/18/17
Occupational Therapist	QAIs scheduled 04/17/17
Parent/Community Liaison	Performance/written exam scheduled 04/12/17
Personnel Administrative Clerk	QAIs to be scheduled
Special Education Instructional Asst.	Written Examination 04/11/17; QAIs scheduled 04/20/17

2. Postings:

Bilingual Administrative Clerk II	Closes 04/20/17
Bilingual ECE Teacher Assistant	Closes 04/24/17
Campus Security Assistant	Closes 04/25/17
Child Nutrition Manager	Closes 04/24/17
Director I – Transportation Services	Closes 04/10/17
District Receptionist-Bilingual Preferred (Promotional Only)	Closes 04/06/17
ECE Teacher Assistant	Closes 04/24/17


Occupational Therapist	Continuous
Paraeducator Certified Interpreter	Continuous
Paraeducator Certified Interpreter II	Continuous
Social Emotional Learning Specialist	Closes 04/07/17
Student Engagement Advocate	Closes 04/20/17
Student Interventionist	Closes 04/06/17



Personnel Commission

2017-2018 Proposed Budget






Education Code

Education Code 45240-45320 governs the Merit System.

Education Code 45253 (a)

The commission shall prepare an annual budget for its own office which, upon 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.

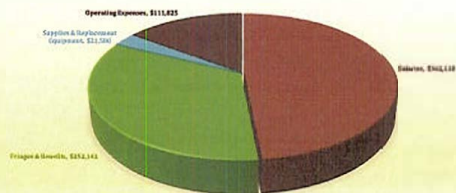


PC Rules & Regulations

Item 2.16 BUDGET

The Personnel Commission Director shall prepare and submit a proposed budget to the Commission not later than the first meeting in April. After notification of the proposed budget to the Board, public hearing and approval by the Commission, the budget shall be submitted to the County Superintendent of Schools, prior to May 30.

Personnel Commission 2017-2018 Proposed Budget



Object Codes

- 2000 Salaries
- 3000 Fringes and Benefits
- 4000 Supplies and Equipment Replacement
- 5000 Operating Expenses

Object Code 2000 - Salaries

	2015-16 Actuals	2016-17 Budget	2016-17 YTD	2017-18 Proposed	Up/Down
Commissioners	\$ 2,400	\$ 3,000	\$ 1,350	\$ 2,700	\$ (300)
PC Director	\$ 130,199	\$ 116,314	\$ 121,257	\$ 120,872	\$ 4,551
Personnel Analysts	\$ 171,067	\$ 167,720	\$ 77,240	\$ 174,998	\$ 7,278
Secretary	\$ 48,553	\$ 46,452	\$ 28,466	\$ 40,077	\$ 1,625
Classified Extra Hours	\$ 10,777	\$ 15,000	\$ 4,800	\$ 15,471	\$ 471
Admin Subs	\$ 2,245		\$ 134		
TOTAL OBJECT 2000	\$ 365,241	\$ 348,486	\$ 233,316	\$ 362,118	\$ 13,632

YTD as of mid-March 2017

Object Code 2000 - Salaries

- Salaries on appropriate step
- Stipends (educational, cell phone)
- Longevity

Object Code 3000 - Fringes and Benefits

	2015-16 Actuals	2016-17 Budget	2016-17 YTD	2017-18 Proposed	Up/Down
PKRS - Classified	\$ 40,532	\$ 39,510	\$ 30,972	\$ 48,115	\$ 8,605
MSDI - Classified	\$ 2,410	\$ 21,600	\$ 14,548	\$ 22,452	\$ 844
Medicare - Classified	\$ 5,272	\$ 5,055	\$ 3,595	\$ 5,251	\$ 196
ARI - Classified	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
I/PW - Classified	\$ 122,347	\$ 135,776	\$ 50,632	\$ 137,376	\$ 1,600
U/I - Classified	\$ 181	\$ 177	\$ 123	\$ 182	\$ 5
W/C - Classified	\$ 11,699	\$ 1,077	\$ 7,067	\$ 11,118	\$ 10,041
OPRB Active	\$ 12,271	\$ 11,711	\$ 7,839	\$ 12,168	\$ 457
OPEB	\$ 13,900	\$ 15,480	\$ 5,803	\$ 15,480	\$ 0
TOTAL OBJECT 3000	\$ 228,693	\$ 230,394	\$ 120,479	\$ 252,142	\$ 21,748
YTD as of mid-March 2017					

Object Code 3000 - Fringes and Benefits

- Health Insurance Plans
- Taxes
- Pension

Object Code 4000 - Supplies/Equipment Replacement

	2015-16 Actuals	2016-17 Budget	2016-17 YTD	2017-18 Proposed	Up/Down
Supplies - Buyout	\$ 3,295	\$ 14,800	\$ 1,895	\$ 12,000	\$ 11,800
Supplies - Technology	\$ 149	\$ 5,500	\$ 100	\$ 2,000	
Supplies - Tech Non Cap		\$ 500		\$ 1,000	\$ 500
Equip Tech Non Cap	\$ 1,222	\$ 5,500		\$ 6,500	\$ 3,000
TOTAL OBJECT 4000	\$ 4,666	\$ 26,300	\$ 1,995	\$ 21,500	\$ 18,800

YTD as of mid-March 2017

Object Code 4000 - Supplies/Equipment Replacement

- Technology Supplies
- Copier
- 3 iPads
- 2 desktop printers

Object Code 5000 - Operating Expenses

	2015-16 Actuals	2016-17 Budget	2016-17 YTD	2017-18 Proposed	Up/Down
Meals	\$ 1,437	\$ 1,000	\$ 96	\$ 2,000	\$ 1,500
Travel & Conference	\$ 2,426	\$ 15,000	\$ 10,463	\$ 14,000	\$ 2,400
Dues & Membership	\$ 1,075	\$ 1,000	\$ 1,070	\$ 1,250	\$ 100
Direct Costs - Printing	\$ 1,179	\$ 2,000	\$ 541	\$ 2,000	
Postage	\$ 860	\$ 2,000	\$ 940	\$ 2,000	
Advertising	\$ 3,239	\$ 14,000	\$ 4,290	\$ 14,000	
Legal	\$ 13,299	\$ 40,000	\$ 4,970	\$ 10,000	
Software Support	\$ 14,301	\$ 35,500	\$ 14,201	\$ 27,270	\$ 13,070
Consultants	\$ 22,562	\$ 17,000	\$ 13,094	\$ 6,000	\$ 10,000
Public Relations Expenses			\$ 120	\$ 100	\$ 800
TOTAL OBJECT 5000	\$ 45,964	\$ 124,000	\$ 45,819	\$ 115,000	\$ 17,170

YTD as of mid-March 2017

Object Code 5000 - Operating Expenses

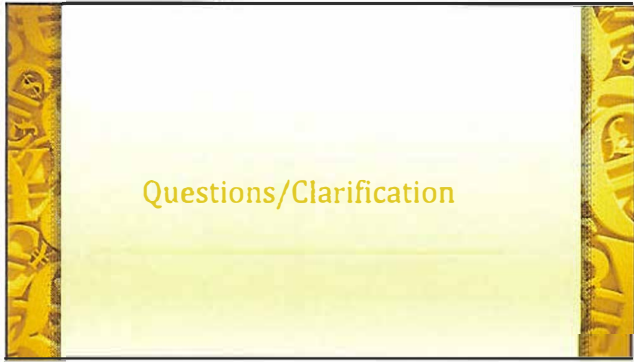
- Mileage
 - New LMCT policy covers travel within the AV
- Travel & Conferences
 - Includes professional development, user and technical conferences
- Dues & Membership
 - Adding PC/SC
 - Increase in CODESP
 - Increase in CSPACE
- Legal
 - Billed monthly on encumbered PR, budgeted for appeal hearing

Object Code 5000 - Operating Expenses (cont.)

- Software Support
 - Proposed NEOGOV Onboarding
 - OPAC testing integrated with NEOGOV
 - Knowledge exams
 - Performance exams
 - Educational Management Systems (EMS) JobPlus
- Consulting
 - EMS for classification/compensation issues
 - Professional Development
- Other Operating Services
 - Shredding service

2017-2018 PC Budget Highlights

- Projections
 - Copier, Printers, iPads
- Encumbrances
 - Legal Expenses - \$40,000 budgeted and encumbered only to PFF
- Proposed
 - NEOGOV Onboarding



Personnel Commission Meeting
of the
Palmdale School District

Minutes of April 19, 2017 - Special 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 Mrs. Deneese Thompson.

MEMBERS PRESENT

Mrs. Kathleen Duren, Chairperson
Mrs. Deneese Thompson, Vice-Chairperson
Ms. Rosa Fuller, Commissioner

STAFF PRESENT

Mrs. Vicki Galli, Director, Personnel Commission
Ms. Mary Theus, Personnel Analyst
Ms. Stacey Elliott, Personnel Analyst
Mrs. Susan McCormick, Administrative Secretary

STUDY SESSION

Mrs. Galli presented the proposed 2017-2018 Personnel Commission Annual Budget, a copy of which is attached to these minutes. Concerns raised at the initial presentation of the Annual Budget on April 12, 2017, were addressed, and the Study Session was concluded at 6:15 P.M.

**PUBLIC COMMENTS CONCERNING
AGENDA ITEMS**

None.

NEW BUSINESS

Public Hearing

A Public Hearing regarding the proposed 2017-2018 Personnel Commission Annual Budget was opened at 6:17 P.M. Ms. Astrid Cante, CSEA Chapter 296 President, addressed the Commission with the Chapter's concerns. Ms. Cante presented concerns regarding the future impact of the NEOGOV onboarding program and the automated tracking system, citing the possibility of these programs eventually eliminating a classified position. Ms. Cante also expressed CSEA's concerns with the Commission's proposed use of Educational Management Solutions for consulting services, the employment process for entry-level positions, and the impact of the supplemental questions in the application process. With no further comments, the public hearing was closed at 6:26 P.M.

Approval of the 2017-2018 Personnel Commission Annual Budget

Ms. Fuller moved to approve the annual budget as presented. Mrs. Thompson seconded the motion. After brief discussion in which the Commissioners expressed appreciation for the detail presented in the study session and the additional time to consider the budget, the vote was called for. Motion carried unanimously.

CLOSED SESSION

Recessed to closed session at 6:28 P.M.

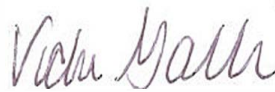
REPORT OUT OF CLOSED SESSION

Reconvened to open session at 7:45 P.M. With no action taken, there was no report.

ADJOURNMENT

Mrs. Thompson moved to adjourn the meeting. Ms. Fuller seconded the motion. Meeting adjourned at 7:46 P.M.

Respectfully submitted,



Vicki Galli
Director, Personnel Commission

APPROVED

Kathleen Duren, Chairperson

Deneese Thompson, Vice-Chairperson


Rosa B. Fuller, Commissioner



Personnel Commission

2017-2018 Proposed Budget






Education Code

Education Code 45240-45320 governs the Merit System.

Education Code 45253 (a)

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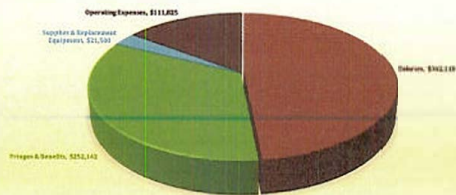


PC Rules & Regulations

Item 2.16 BUDGET

The Personnel Commission Director shall prepare and submit a proposed budget to the Commission not later than the first meeting in April. After notification of the proposed budget to the Board, public hearing and approval by the Commission, the budget shall be submitted to the County Superintendent of Schools, prior to May 30.

Personnel Commission 2017-2018 Proposed Budget



Object Codes

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- 3000 Fringes and Benefits
- 4000 Supplies and Equipment Replacement
- 5000 Operating Expenses

Object Code 2000 - Salaries

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Commissioners	\$ 2,409	\$ 3,000	\$ 1,350	\$ 2,700	\$ (300)
PC Director	\$ 110,199	\$ 116,914	\$ 121,257	\$ 120,872	\$ 4,558
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Secretary	\$ 48,553	\$ 46,452	\$ 28,466	\$ 48,077	\$ 1,625
Classified Extra Hours	\$ 10,777	\$ 15,000	\$ 4,869	\$ 15,471	\$ 471
Admin Subs	\$ 2,245		\$ 134		
TOTAL OBJECT 2000	\$ 365,241	\$ 348,486	\$ 233,316	\$ 362,118	\$ 13,632

YTD as of mid-March 2017

Object Code 2000 - Salaries

- Salaries on appropriate step
- Stipends (educational, cell phone)
- Longevity

Object Code 3000 - Fringes and Benefits

	2015-16 Actuals	2016-17 Budget	2016-17 YTD	2017-18 Proposed	Up/Down
PERS - Classified	\$ 40,532	\$ 39,510	\$ 30,872	\$ 48,115	\$ 8,605
OASDI - Classified	\$ 22,410	\$ 21,608	\$ 14,548	\$ 27,452	\$ 844
Medicare - Classified	\$ 5,272	\$ 5,055	\$ 3,595	\$ 5,251	\$ 196
ARP Classified	\$ 81				
H/W - Classified	\$ 122,347	\$ 135,776	\$ 50,632	\$ 137,376	\$ 1,600
U/I - Classified	\$ 181	\$ 177	\$ 123	\$ 182	\$ 5
W/C - Classified	\$ 11,699	\$ 1,077	\$ 7,067	\$ 11,118	\$ 10,041
OPEB Active	\$ 12,271	\$ 11,711	\$ 7,839	\$ 12,168	\$ 457
OPEB	\$ 13,900	\$ 15,480	\$ 5,803	\$ 15,480	
TOTAL OBJECT 3000	\$ 228,693	\$ 230,394	\$ 120,479	\$ 252,142	\$ 21,748

YTD as of mid-March 2017

Object Code 3000 - Fringes and Benefits

- Health Insurance Plans
- Taxes
- Pension

Object Code 4000 - Supplies/Equipment Replacement

	2015-16 Actuals	2016-17 Budget	2016-17 YTD	2017-18 Proposed	Up/Down
Supplies - Buyout	\$ 3,250	\$ 15,000	\$ 5,000	\$ 12,000	\$ (2,000)
Supplies - Technology	\$ 100	\$ 2,000	\$ 300	\$ 2,000	
Supplies - Tech Non Cap		\$ 300		\$ 1,000	\$ 700
Equip Tech Non Cap	\$ 1,275	\$ 5,500		\$ 6,500	\$ 1,000
TOTAL OBJECT 4000	\$ 4,625	\$ 22,800	\$ 5,300	\$ 21,500	\$ (140)

YTD as of mid-March 2017

Object Code 4000 - Supplies/Equipment Replacement

- Technology Supplies
- Copier
- 3 iPads
- 2 desktop printers

Object Code 5000 - Operating Expenses

	2015-16 Actuals	2016-17 Budget	2016-17 YTD	2017-18 Proposed	Up/Down
Mileage	\$ 1,400	\$ 1,000	\$ 50	\$ 2,000	\$ 1,000
Travel & Conferences	\$ 2,800	\$ 15,000	\$ 10,000	\$ 10,000	\$ 5,000
Dues & Membership	\$ 1,075	\$ 1,000	\$ 1,000	\$ 1,075	\$ 75
Direct Costs - Printing	\$ 1,275	\$ 2,000	\$ 500	\$ 2,000	
Postage	\$ 800	\$ 2,000	\$ 500	\$ 2,000	
Advertising	\$ 1,500	\$ 10,000	\$ 1,200	\$ 10,000	
Legal	\$ 17,400	\$ 10,000	\$ 6,000	\$ 10,000	
Software Support	\$ 14,200	\$ 14,500	\$ 14,200	\$ 17,570	\$ 3,370
Consultants	\$ 13,300	\$ 15,000	\$ 11,000	\$ 6,000	\$ (5,000)
			\$ 100	\$ 500	\$ 400
TOTAL OBJECT 5000	\$ 47,600	\$ 55,500	\$ 47,600	\$ 51,600	\$ (1,700)

YTD as of mid-March 2017

Object Code 5000 - Operating Expenses

- Mileage
 - New LMCT policy covers travel within the AV
- Travel & Conferences
 - Includes professional development, user and technical conferences
- Dues & Membership
 - Adding PC/SC
 - Increase in CODESP
 - Increase in CSPCA
- Legal
 - Billed monthly on encumbered PR, budgeted for appeal hearing

Object Code 5000 - Operating Expenses (cont.)

- Software Support
 - Proposed NEOGOV Onboarding
 - OPAC testing integrated with NEOGOV
 - Knowledge exams
 - Performance exams
 - Educational Management Systems (EMS) JobsPlus
- Consulting
 - EMS for classification/compensation issues
 - Professional Development
- Other Operating Services
 - Shredding service

2017-2018 PC Budget Highlights

Projections

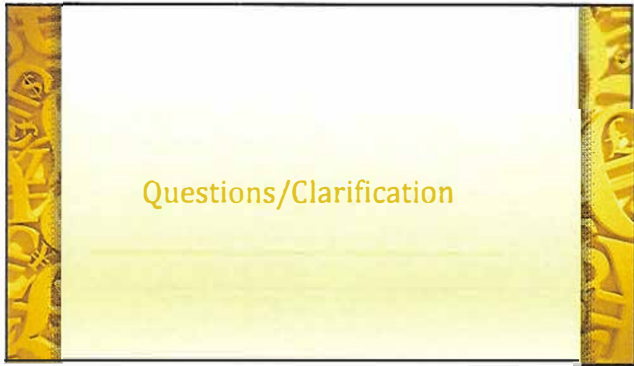
Copier, Printers, iPads

Encumbrances

Legal Expenses - \$40,000 budgeted and encumbered only to FFF

Proposed

NEOGOV Onboarding



Personnel Commission Meeting
of the
Palmdale School District

Minutes of April 28, 2017 Special Meeting

CALL TO ORDER

The meeting was called to order by the Chairperson, Mrs. Kathleen Duren at 9:00 A.M., followed by the Pledge of Allegiance led by Mrs. Deneese Thompson.

MEMBERS PRESENT

Mrs. Kathleen Duren, Chairperson
Mrs. Deneese Thompson, Vice-Chairperson

MEMBERS ABSENT

Ms. Rosa Fuller, Commissioner

STAFF PRESENT

Mrs. Vicki Galli, Director, Personnel Commission
Ms. Mary Theus, Personnel Analyst (opened meeting)
Mrs. Elvira Cova, Personnel Analyst (closed meeting)

A quorum was present

**PUBLIC COMMENTS CONCERNING
AGENDA ITEMS**

None.

CLOSED SESSION

Recessed to closed session at 9:01 A.M.

REPORT OUT

Reconvened to open session at 12:00 P.M. With no action taken, there was no report.

NEXT MEETING

The next regularly scheduled meeting of the Personnel Commission is May 10, 2017, at 5:30 P.M. in Room 125 at Site 18.

ADJOURNMENT

Mrs. Thompson moved to adjourn the meeting. Mrs. Duren seconded the motion. Meeting adjourned at 12:01 P.M.

Respectfully submitted,



Vicki Galli
Director, Personnel Commission

APPROVED

Kathleen Duren, Chairperson

ABSENT

Rosa B. Fuller, Commissioner

Deneese Thompson, Vice-Chairperson

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: May 10, 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
May 10, 2017**

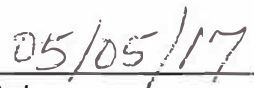
CLASSIFIED RECRUITMENT SUMMARY REPORT

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
Bilingual ECE Teacher Assistant	02/07/17	02/28/17	04/04/17	04/12/17	34	4	4	N/A	4	4	04/17/17	04/16/18	*Yes	5
District Receptionist (Bilingual Preferred) Promotional	03/14/17	04/06/17	04/19/17	04/27/17	257	19	9	9	9	9	04/27/17	04/26/18	No	6
Director I – Transportation Services	03/10/17	04/10/17	N/A	05/04/17	18	11	9	N/A	9	9	05/04/17	05/03/18	*Yes	8
ECE Teacher Assistant	02/07/17	02/28/17	04/04/17	04/12/17	73	11	9	N/A	4	4	04/17/17	04/16/18	*Yes	5
Library Aide	03/03/17	03/28/17	04/18/17	04/25/17	157	23	8	10	7	7	04/26/17	04/25/18	*Yes	10
Parent/Community Liaison (Bilingual-Spanish)	03/03/17	03/28/17	04/12/17	04/25/17	54	29	6	11	5	5	04/26/17	04/25/18	*Yes	11
Social Emotional Learning Specialist	03/06/17	04/07/17	N/A	04/26/17	14	7	N/A	N/A	7	7	04/27/17	04/26/18	*Yes	6
Special Education Instructional Assistant	03/03/17	03/23/17	04/11/17	04/20/17	123	89	25	N/A	23	23	04/21/17	04/20/18	*Yes	13
Student Interventionist	03/14/17	04/06/17	04/18/17	05/01/17	218	40	26	N/A	24	24	05/01/17	04/30/18	*Yes	16

*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: May 10, 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
Credentials Analyst	05/26/16	05/24/17	11/24/17
Executive Assistant-Confidential	06/15/16	06/14/17	12/14/17
Fingerprint Technician	11/13/15	11/12/16	11/12/17
Grounds/Utility Maintenance Worker II	06/13/16	06/12/17	12/12/17

RECOMMENDATION

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

VG:smc
87-16/17

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: May 10, 2017 ___ REPORT

TO: Personnel Commission X 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
Bilingual ECE Teacher Assistant	02/21/17	02/20/18
ECE Teacher Assistant	02/21/17	02/20/17
Special Education Instructional Assistant	02/17/17	02/16/18
Library Aide	10/31/16	10/30/17
Parent/Community Liaison	12/14/15	06/13/17
Social Emotional Learning Specialist	03/13/17	03/12/18
Student Interventionist	01/26/17	01/25/18

RECOMMENDATION

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

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE May 10, 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. Beltran, Gloria Effective 03/20/17, Health Assistant-LVN, from (MQ) to (DGM), 8 hours/11 months, Replacement for Gloria Beltran Voluntary Transfer
- b. Garcia, Jeanette Effective 04/05/17, Special Education Instructional Assistant I (CM), 5.75 hours/184 days, Replacement for Lisa Bertman Voluntary Transfer to Same Site
- c. Gilmore, Lolita Effective 03/29/17, Instructional Assistant I, from (BV/LA) 6.5 hours/184 days to (PLP), 5.75 hours/184 days, Voluntary Demotion, Replacement for Symone Williams
- d. Marcello, Ana Effective 03/15/17, from District Receptionist to Bilingual School Secretary (PDC), 8 hours/11 months, Promotional Growth
- e. Perry, Marie Effective 03/27/17, Early Childhood Education Teacher Assistant (OC), 3.75 hours/185 days, Voluntary Transfer HS Room C, AM Shift
- f. Theus, Mary Effective 03/15/17, Interim Director, Personnel Commission End of Assignment
- g. Wolf, Gratiella Effective 03/20/17, from Accounting Clerk II to Accounting/Data Processing Technician (Fiscal Services) Replacement for Angelina Luc, Promotion

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: May 10, 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.

PALMDALE SCHOOL DISTRICT

Account Purchase Order Pay History Report

Fiscal Year: 2016-2017

Criteria: Account Mask = 01.0.00000.0.00000.74400.4???.2300000

From: 04/01/2017 To: 04/30/2017

Account Num	PO	Name of Vendor	PO Date	PO Status			
01.0.00000.0.00000.74400.4320.2300000		Supplies			Budgeted	P.O. Amt	Expenditures
		BUDGETED AMOUNT.....			10,000.00		
1816	12/19/2016	Warehouse Posting					123.18
3858	04/24/2017	Warehouse Posting					184.44
3860	04/24/2017	Warehouse Posting					42.54
170154	STATER BROTHERS MARKET		07/01/2016	Open		500.00	206.92
174273	OFFICE DEPOT		03/27/2017	Closed		149.38	149.38
174273	OFFICE DEPOT		03/27/2017	Closed		183.29	183.29
174273	OFFICE DEPOT		03/27/2017	Closed		226.50	226.51
174273	OFFICE DEPOT		03/27/2017	Closed		66.71	66.70
174391	OFFICE DEPOT		04/05/2017	Closed		174.83	174.83
174450	OFFICE DEPOT		04/11/2017	Closed		9.07	9.07
174450	OFFICE DEPOT		04/11/2017	Closed		10.77	10.77
174450	OFFICE DEPOT		04/11/2017	Closed		6.07	6.07
174450	OFFICE DEPOT		04/11/2017	Closed		4.34	4.34
174450	OFFICE DEPOT		04/11/2017	Closed		36.96	36.96
174450	OFFICE DEPOT		04/11/2017	Closed		3.02	3.02
174450	OFFICE DEPOT		04/11/2017	Closed		42.47	42.47
174450	OFFICE DEPOT		04/11/2017	Closed		17.81	17.81
174450	OFFICE DEPOT		04/11/2017	Closed		35.88	35.88
174450	OFFICE DEPOT		04/11/2017	Closed		31.52	31.52
174450	OFFICE DEPOT		04/11/2017	Closed		32.60	32.59
					Totals:	1,531.22	1,588.29

End of Report

Totals:	10,000.00	1,531.22	1,238.13	234.38
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Actions ▾



My Workflow (6)

Attendance (6)

Purchase Requisitions

Warehouse Requisitions

ePARs



General Ledger



Purchasing & Payables

Purchasing

Receiving

Reports

Vendors / Purchase Orders

Purchase Orders By Account

Orders By Requester

Receiving Reports

P & P - Info-Link



Human Resources



Warehouse



Fixed Assets

Actions ▾ Purchase Orders By Account



rptAPAcctPOHist.GetData() returned no records to display: There is nothing to print.

Group: PalmdaleFY1617 FY: 2017 DAC: Personnel Commission

Selection Criteria

Account Mask

01.0.00000.0.00000.74400.5???2300000

☐ Open POs
Only

☐ Account Purchase Order History

☒ Account Purchase Order Pay History

From 4/1/2017

to 4/30/2017

Show Report

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: May 10, 2017 REPORT

TO: Personnel Commission X ACTION

FROM: Vicki Galli
Director, Personnel Commission

RE: APPROVAL OF 2017-2018 FAGEN, FRIEDMAN & FULFROST CONTRACT FOR LEGAL SERVICES

BACKGROUND

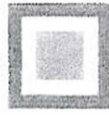
For many years, Mr. Jay Fernow of the Fagen, Friedman & Fulfroft law firm has served as the designated legal counsel for the Personnel Commission. Expenses have been estimated and approved on the 2017-2018 budget. The District has continued to pay the legal expenses to provide the Personnel Commission legal counsel.

STATUS

The contract to retain the services of Fagen, Friedman & Fulfroft for legal counsel for the 2017-2018 school year is attached for your review. See attached for the breakdown of charges.

RECOMMENDATION

It is recommended that the Personnel Commission approve the agreement for legal services from Fagen, Friedman & Fulfroft as presented.



AGREEMENT FOR LEGAL SERVICES

This agreement is by and between Palmdale School District Personnel Commission ("Client") and the law firm of Fagen Friedman & Fulfroft LLP ("Attorney"). In consideration of the promises and the mutual agreements hereinafter contained, Attorney agrees to provide legal services to Client on the terms set forth below effective July 1, 2017 through June 30, 2018:

1. CONDITIONS. This Agreement will not take effect, and Attorney will have no obligation to provide legal services, until Client returns a signed copy of this Agreement.

2. SCOPE OF SERVICES. Client hires Attorney as its legal representative/counsel with respect to matters Client specifically refers to Attorney. Attorney will provide those legal services reasonably required to represent Client. Attorney will take reasonable steps to keep Client informed of progress and to respond to Client's inquiries.

3. CLIENT'S DUTIES. Client agrees to cooperate with Attorney and to communicate with candor while keeping the Attorney apprised of any information or developments which may come to Client's attention, to abide by this Agreement, to pay Attorney's bills on time and to keep Attorney advised of Client's address and telephone number. Client will assist Attorney in providing information and documents necessary for the representation in the described matter.

4. CONSULTANT SERVICES. Attorney may provide consulting services in addition to or in support of the legal services provided pursuant to this Agreement, through qualified non-attorney Communication Services and Education Consultants. These services are intended to support Client with communications work or educational consultant services related to labor and employment matters, special education and student matters, high-profile litigation and settlement agreements, in addition to employee, community, inter-governmental and media relations.

5. EMAIL COMMUNICATIONS/CLOUD-BASED COMPUTING. In order to provide Client with efficient and convenient legal services, Attorney will frequently communicate and transmit documents using e-mail. In addition, Attorney uses a cloud computing service with servers located in a facility other than Attorney's office. Most of Attorney's electronic data, including emails and documents, are stored in this manner. Although Attorney will take reasonable precautions to keep email and other electronic data confidential and secure, because technology and cyber threats continue to evolve, there may be risks communicating and storing electronic data in this manner, including risks related to confidentiality and security. By entering into this Agreement, Client is consenting to such e-mail transmissions with Client and Client's representatives and agents, as well as to having communications, documents and electronic data pertinent to Client's matter(s) stored through a cloud-based service.

6. LEGAL FEES AND BILLING PRACTICES. Client agrees to pay by the hour, in minimum units of one tenth (.1) of an hour, at Attorney's prevailing rates for all time spent on Client's matter by Attorney's legal personnel. Current hourly rates are noted in an attached rate schedule and the actual rate billed is based on the attorney's number of years of experience.

The rates on this schedule are subject to change on 30 days' written notice to client. If Client declines to pay any increased rates, Attorney will have the right to withdraw as Attorney for Client. The time charged will include the time Attorney spends on telephone calls relating to Client's matter, including calls with Client and other parties and attorneys. The legal personnel assigned to Client's matter may confer among themselves about the matter, as required and appropriate. When they do confer, each person will charge for the time expended, as long as the work done is reasonably necessary and not duplicative. Likewise, if more than one of the legal personnel attends a meeting or other proceeding, each will charge for the time spent.

7. COSTS AND OTHER CHARGES. (a) In general, Attorney will incur various costs and expenses in performing legal services under this Agreement. Client agrees to pay for all costs, disbursements and expenses in addition to the hourly fees. The costs and expenses commonly include fees fixed by law or assessed by public agencies, messenger and other delivery fees, postage, photocopying and other reproduction costs, travel costs including parking, mileage, transportation, meals and hotel costs, investigation expenses and consultants' fees and other similar items. Except for in-office photocopying, facsimile charges and mileage, all costs and expenses will be charged at Firm's cost.

In office Photocopying	No Charge
Facsimile Charges	No Charge
Postage	No Charge
On-line Legal Research Subscriptions	No Charge
Mileage	IRS Standard Rate

(b) Out of town travel. Client agrees to pay transportation, meals, lodging and all other costs of any necessary out-of-town travel by law firm personnel. Client will also be charged the hourly rates for the time legal personnel spend traveling.

(c) Consultants and Investigators. To aid in the representation in Client's matter, it may become necessary to hire consultants or investigators. Client agrees to pay such fees and charges.

8. BILLING STATEMENTS. Attorney will send Client monthly statements for fees and costs incurred. Each statement will be payable within thirty (30) days of its mailing date. An interest charge of one percent (1%) per month shall be assessed on balances that are more than thirty (30) days past due. Client may request a statement at intervals of less than 30 days. If Client requests a bill, Attorney will provide one within 10 days. The statements shall include the amount, rate, basis of calculation or other method of determination of the fees and costs, which costs will be clearly identified by item and amount.

9. DISCHARGE AND WITHDRAWAL. Client may discharge Attorney at any time. Attorney may withdraw with Client's consent, for good cause or as allowed or required by law upon ten (10) days written notice. Good cause includes Client's breach of this Agreement, refusal to cooperate or to follow Attorney's advice on a material matter or any fact or circumstance that would render Attorney's continuing representation unlawful or unethical. When Attorney's services conclude, all unpaid charges will immediately become due and payable. Following the conclusion of Attorney's representation of Client, Attorney will, upon Client's request, deliver to Client the Client file(s) and property in Attorney's possession, whether or not Client has paid for all services. If Client has not requested delivery of the files, Attorney may destroy all such files in its possession 7 years after the conclusion of the representation.

10. DISCLAIMER OF GUARANTEE AND ESTIMATES. Nothing in this Agreement and nothing in Attorney's statements to Client will be construed as a promise or guarantee about the outcome of the matter. Attorney makes no such promises or guarantees. Attorney's comments about the outcome of the matter are expressions of opinion only. Actual fees may vary from estimates given.

11. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.

12. MODIFICATION BY SUBSEQUENT AGREEMENT. This Agreement may be modified by subsequent agreement of the parties only by an instrument in writing signed by both of them or an oral agreement only to the extent that the parties carry it out.

13. SEVERABILITY IN EVENT OF PARTIAL INVALIDITY. If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect.

14. MEDIATION CLAUSE. If a dispute arises out of or relating to any aspect of this Agreement between the Client and Attorney, or the breach thereof, and if the dispute cannot be settled through negotiation, Attorney and Client agree to use mediation before resorting to arbitration, litigation, or any other dispute resolution procedure.

15. EFFECTIVE DATE. This Agreement will govern all legal services performed by Attorney on behalf of Client commencing with the date Attorney first performed services. The date at the beginning of this Agreement is for reference only. Even if this Agreement does not take effect, Client will be obligated to pay Attorney the reasonable value of any services Attorney may have performed for Client.

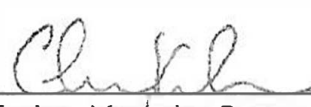
THE PARTIES HAVE READ AND UNDERSTOOD THE FOREGOING TERMS AND AGREE TO THEM AS OF THE DATE ATTORNEY FIRST PROVIDED SERVICES. THE CLIENT SHALL RECEIVE A FULLY EXECUTED DUPLICATE OF THIS AGREEMENT.

IN WITNESS WHEREOF, the parties have signed this Agreement for Legal Services.

Palmdale School District Personnel
Commission

Fagen Friedman & Fulfroft LLP

Vicki Galli, Director, Personnel Commission



Chris Keeler, Managing Partner

DATE: _____

DATE: 4-27-17

Kathleen Duren, Chairperson, Personnel
Commission

DATE: _____



Fagen Friedman & Fulfrost LLP

PROFESSIONAL RATE SCHEDULE

**Palmdale School District Personnel Commission
(Effective July 1, 2017 through June 30, 2018)**

1. HOURLY PROFESSIONAL RATES

Client agrees to pay Attorney by the following standard hourly rate:

Associate	\$215 - \$245 per hour
Partner	\$275 - \$310 per hour
Of-Counsel	\$310 per hour
Paralegal/Law Clerk	\$135 - \$165 per hour
Paralegal/Law Clerk (Bar Admitted Outside CA)	\$215 per hour
Education Consultant	\$185 per hour
Communication Services Consultant	\$245 per hour

Travel time shall be charged only from the attorney's nearest office to the destination and shall be prorated if the assigned attorney travels for two or more clients on the same trip. If Client requests a specific attorney, Client agrees to pay for all travel time of that specific attorney in connection with the matter.

2. ON-SITE LEGAL SERVICES

At Client's discretion and by prior arrangement of Client and Attorney, Attorney may provide regularly scheduled on-site legal services ("Office Hours") to address legal issues that may arise in Client's day-to-day operations. Office Hours, which include time Attorney spends at Client's facility as well as travel time, shall be provided at a reduced hourly rate of 90% of the Attorney's standard hourly rate.

Associate	\$220 discounted from \$245
Partner	\$280 discounted from \$310

3. COSTS AND EXPENSES

In-office Photocopying	No Charge
Facsimile	No Charge
Postage	No Charge
On-line Legal Research Subscription	No Charge
Mileage	IRS Standard Rate

Other costs, such as messenger, meals, and lodging shall be charged on an actual and necessary basis.

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: May 10, 2017 REPORT

TO: Personnel Commission X ACTION

FROM: Vicki S. Galli
Director, Personnel Commission

RE: APPROVAL OF ELIGIBILITY LIST WITH LESS THAN THREE RANKS:
Occupational Therapist

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 Occupational Therapist are challenging. This is a position that is difficult to fill because of the minimum qualifications.

Due to a need to support the Special Education needs of the District, it is requested that the eligibility list be approved when a qualified candidate is identified. The Personnel Commission is being asked to consider the Occupational Therapist eligibility list with only two ranks.

RECOMMENDATION

It is recommended that the Personnel Commission approve the eligibility list for Occupational Therapist with only two ranks.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
May 10, 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
Occupational Therapist	09/09/16	Continuous	N/A	04/17/17	3	1	N/A	N/A	1	1	04/18/17	04/17/18	*Yes	2

*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