



Personnel Commission
AGENDA OF REGULAR MEETING
Wednesday, July 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. PRELIMINARY BUSINESS

ACTION

- | | |
|--|----------|
| A. Approval of Meeting Minutes – June 14, 2017 | 01-17/18 |
| B. Approval of Special Meeting Minutes – June 27, 2017 | 02-17/18 |

II. PUBLIC COMMENTS

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

III. CONSENT AGENDA

Actions proposed for the Consent Agenda are items consistent with adopted rules and regulations of the Personnel Commission and are deemed routine in nature. They will be acted upon in one motion, without discussion, unless members of the Personnel Commission, staff, or a member in the audience requests an items removal. The item will be removed from the motion to approve and will be discussed immediately following the Consent Agenda.

ACTION

- | | |
|---|----------|
| A. Ratification of Eligibility List(s) | 03-17/18 |
| B. Extension of Eligibility List(s) | 04-17/18 |
| C. Nullification of Eligibility List(s) | 05-17/18 |
| D. Ratification of Transfers | 06-17/18 |

IV. UNFINISHED BUSINESS

None

V. NEW BUSINESS

ACTION

- | | |
|---|----------|
| A. Monthly Expenses Review | |
| B. Presentation of Recruitment Plan – Vicki Galli | |
| C. Approval of Recruitment Plan Implementation | 07-17/18 |
| D. Approval of Expense Over \$500: NEOGOV Onboarding Module | 08-17/18 |
| E. Approval of Initial Placement: Director I, Transportation Services | 09-17/18 |

VI. INFORMATION/REPORTS

- A. Classified Update
- B. Director, Personnel Commission
- 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: August 9, 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 June 14, 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

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

PRELIMINARY BUSINESS

Ms. Fuller moved to approve the minutes of the May 10, 2017, regular meeting. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Motion approved unanimously.

**PUBLIC COMMENTS
CONCERNING
AGENDA ITEMS**

Astrid Cante, CSEA Chapter 296 President, spoke about the four pending new technology job classifications. Ms. Cante expressed concern with the process that led to these classifications being on this meeting's agenda, and her view that these job descriptions are re-classifications for which the proper process was not followed. She stated her concerns about employees not meeting the standards for the new classifications, resulting in layoffs. She shared her perception that Human Resources did not take into account the Chapter's input in the job descriptions and salary schedules, referring to a compensation study that had not yet been completed. She also stated that approval of these classifications could negatively impact the Union's negotiations with District. Ms. Cante asked the Commission to table the vote on the four technology classifications until August when the Chapter's Negotiations Team would be back at work.

Katie Troncoso, Child Nutrition Manager, expressed her concerns with the salary ranges for the new technology positions, and with the approval process in which she felt CSEA should have had more involvement. She asked that the new classifications not be approved at this meeting.

Scott LaMotte, Technology Technician, spoke in favor of the proposed classifications. He noted that the positions would not result in layoffs but rather in promotional opportunities. He also shared that the Technology Department had not been included in salary increases after the last compensation study 10 years ago, and that job descriptions were

extremely out of date. He indicated his desire to see the department brought up to current standards with up-to-date job descriptions and corresponding salaries.

Veronica Rojas, School Secretary, urged the Commission to look at “the bigger picture” concerning the technology positions. She shared her concerns that the payscale in the proposed classifications could negatively impact the Chapter’s ongoing negotiations with the District.

Ernest Maldonado, Custodian II, shared his agreement with Ms. Cante’s comments. He said there would be more information available in August and that the Commission should table the vote. Mr. Maldonado also said he was concerned the proposed classifications could affect the entire Classified salary schedule.

John Vahl, Technology Technician, affirmed Mr. LaMotte’s statements that the Technology Department had been passed over for raises and that the job descriptions and salaries were extremely out-of-date. He stated his support for the proposed new classifications.

Michael Breen, Technology Technician, stated his support for the proposed new classifications.

Astrid Cante reiterated her concerns about the process for new job classifications and reclassifications, and stated that circumventing the process pits members against each other.

**PUBLIC COMMENTS
CONCERNING
NON-AGENDA ITEMS**

None.

CONSENT AGENDA

Ratification of Eligibility Lists

Ms. Fuller moved to approve the Ratification of Eligibility Lists. Mrs. Thompson seconded the motion and discussion was called for. After clarification that there were multiple sessions held for Administrative Clerk I, the vote was called for. Motion approved unanimously.

Extension of Eligibility Lists

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 approved unanimously.

Nullification of Eligibility Lists

Ms. Fuller moved to approve the Nullification of Eligibility Lists. Mrs. Thompson seconded the motion and discussion was called for.

Clarification was provided that eligible candidates on the lists being nullified have been merged onto a new list. The vote was then called for and motion was approved unanimously.

Ratification of Transfers

Ms. Fuller moved to approve the Ratification of Transfers. Mrs. Thompson seconded the motion and discussion was called for. After clarification of transfer terminology, the vote was called for. Motion approved unanimously.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Approval of 2017-2018 Membership Renewal for CODESP

Ms. Fuller moved to approve the 2017-18 membership renewal for CODESP. Mrs. Thompson seconded the motion and discussion was called for. After clarification that CODESP membership is for the district as a whole, the vote was called for. Motion approved unanimously.

Approval of 2017-2018 Membership Renewal for CSPCA

Mrs. Thompson moved to approve the 2017-18 membership renewal for CSPCA. Ms. Fuller seconded the motion and discussion was called for. Hearing none, the vote was called for. Motion approved unanimously.

Approval of Expense Over \$500: New Copier

Ms. Fuller moved to approve the purchase of the new copier for the Personnel Commission department. Mrs. Deneese Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Motion approved unanimously.

Approval of New Classification: Family Services Advocate

Mrs. Thompson moved to approve the new classification of Family Services Advocate. Ms. Fuller seconded the motion and discussion was called for. Ms. Fuller commented that she was pleased with the work taking place to bring classes up to speed. The vote was then called for and motion approved unanimously.

Approval of Americans with Disabilities (ADA) Compliant Form: Family Services Advocate

Mrs. Thompson moved to approve the Americans with Disabilities (ADA) Compliant form for Family Services Advocate. Ms. Fuller seconded the motion and discussion was called for. Hearing none, the vote was called for. Motion approved unanimously.

Approval of New Classification:

Internet and Media Communications Specialist

Ms. Fuller moved to approve the new classification of Internet and Media Communications Specialist. Mrs. Thompson seconded the motion and discussion was called for. Ms. Fuller stated that she would comment later under the "Comments From Commissioners" portion of the agenda. The vote was then called for and motion approved unanimously.

Approval of Americans with Disabilities (ADA) Compliant Form:

Internet and Media Communications Specialist

Mrs. Thompson moved to approve the Americans with Disabilities (ADA) Compliant form for Internet and Media Communications Specialist. Ms. Fuller seconded the motion and discussion was called for. Hearing none, the vote was called for. Motion approved unanimously.

Approval of New Classification: IT Technician

Ms. Fuller moved to approve the new classification of IT Technician. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Motion approved unanimously.

Approval of Americans with Disabilities (ADA) Compliant Form:

IT Technician

Ms. Fuller moved to approve the Americans with Disabilities (ADA) Compliant form for IT Technician. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Motion approved unanimously.

Approval of New Classification: Network Technician

Ms. Fuller moved to approve the new classification of Network Technician. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Motion approved unanimously.

Approval of Americans with Disabilities (ADA) Compliant Form:

Network Technician

Mrs. Thompson moved to approve the Americans with Disabilities (ADA) Compliant form for Network Technician. Ms. Fuller seconded the motion and discussion was called for. Hearing none, the vote was called for. Motion approved unanimously.

Approval of New Classification: Technology Support Specialist

Mrs. Thompson moved to approve the new classification of Technology Support Specialist. Ms. Fuller seconded the motion and discussion was called for. Hearing none, the vote was called for. Motion approved unanimously.

**Approval of Americans with Disabilities (ADA) Compliant Form:
Technology Support Specialist**

Mrs. Thompson moved to approve the Americans with Disabilities (ADA) Compliant form for Technology Support Specialist. Ms. Fuller seconded the motion and discussion was called for. Hearing none, the vote was called for. Motion approved unanimously.

**INFORMATION/
REPORTS**

Classified Update

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

Director, Personnel Commission

Mrs. Galli presented her Help Wanted campaign to recruit input and feedback from all departments and divisions in the recruitment process.

Comments from the Commissioners

Ms. Fuller said the comments from the audience concerning the new classifications were appreciated. She indicated her agreement that an update of the IT positions was long overdue. Ms. Fuller also noted that if there had been errors made in the process of creating these classifications, it would need to be addressed in order to avoid division among the Classified members. She hopes for better communication in the future.

Mrs. Duren expressed her belief that, considering the time it takes to create a classification, if an item has made it to placement on the agenda, she must assume that the process has been followed. She also reminded the audience in attendance that questions/concerns can be brought to their attention at any time, adding that before a scheduled meeting is best.

CLOSED SESSION

Recessed to closed session at 6:10 P.M.

**REPORT OUT OF
CLOSED SESSION**

Reconvened to open session at 8:34 P.M. With no action taken, there was no report.

NEXT MEETING

The next regularly scheduled meeting of the Personnel Commission is July 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 8:35 P.M.

Respectfully submitted,


Vicki Galli

Director, Personnel Commission

APPROVED

Kathleen Duren, Chairperson

Rosa B. Fuller, Commissioner

Deneese Thompson, Vice-Chairperson



Palmdale School District

Launching a lifetime of learning

Personnel Commission

37230 37th Street East

Palmdale, CA 93550

661.285.2902

661.285.2137 Fax

www.palmdalesd.org

*Kathe Duren, Commissioner
Rosa Brambila Fuller, Commissioner
Deneese Thompson, Commissioner
Vicki Galli, Director*

CLASSIFIED UPDATE FOR JUNE 14, 2017

1. Testing Status:

Bilingual Administrative Clerk II
Child Nutrition Manager
Personnel Administrative Clerk
Technology Support Liaison
Student Engagement Advocate

QAI 05/11/17

Written Exam 05/16/17

QAI 06/15/17

Written Exam 06/14/17, 2 sessions

Written Exam 05/17/17 & 05/18/17

2. Postings:

Occupational Therapist
Paraeducator Certified Interpreter
Paraeducator Certified Interpreter II
ECE Teacher Assistant
Bilingual ECE Teacher Assistant
Custodian I

Continuous

Continuous

Continuous

Continuous

Continuous

Closes: 6/28/17 @ 4:00 P.M.

Personnel Commission Meeting
of the
Palmdale School District

Minutes of June 27, 2017 Special Meeting

CALL TO ORDER

The meeting was called to order by Mrs. Kathleen Duren, Chairperson, at 2:35 P.M., followed by the Pledge of Allegiance led by Mrs. Duren.

MEMBERS PRESENT

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

STAFF PRESENT

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

**PUBLIC COMMENTS CONCERNING
AGENDA ITEMS**

None.

CLOSED SESSION

Recessed to closed session at 2:36 P.M.

REPORT OUT

Reconvened to open session at 4:53 P.M. With no action taken, there was no report.

NEXT MEETING

The next regularly scheduled meeting of the Personnel Commission is July 12, 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 4:54 P.M.

Respectfully submitted,



Vicki Galli
Director, Personnel Commission

APPROVED

Kathleen Duren, Chairperson

Rosa B. Fuller, Commissioner

Deneese Thompson, Vice-Chairperson

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
July 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
Bilingual ECE Teacher Assistant	04/04/17	04/24/17	05/09/17	05/19/17	34	5	1	NA	1	1	06/09/17	06/08/18	*Yes	5
ECE Teacher Assistant	04/04/17	04/24/17	05/09/17	05/19/17	50	5	2	NA	2	2	06/09/17	06/08/18	*Yes	6
Maintenance Worker II	05/11/17	05/31/17	06/08/17	06/21/17	144	80	13	NA	12	12	06/26/17	06/25/18	*Yes	11
Personnel Administrative Clerk	01/17/17	02/07/17	03/14/17	06/15/17	246	138	21	22	13	13	06/19/17	06/18/18	No	11
Student Engagement Advocate	03/31/17	04/20/17	5/17/17, 5/18/17	06/13/17	186	75	32	NA	29	29	06/19/17	06/18/18	No	10
Technology Support Liaison	05/18/17	06/07/17	06/14/17	06/29/17	106	76	25	17	19	17	06/30/17	06/29/18	*Yes	10

*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

Vicki Galli
Director, Personnel Commission

07/05/17

Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE July 12, 2017 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Vicki S. 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
Accounting Clerk I	01/27/16	07/26/17	01/26/18
Paraeducator Translator (DHH)	08/23/16	08/22/17	02/22/18

RECOMMENDATION

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

VG:smc
04-17/18

AGENDA ITEM

VG: smc
05-17/18

AGENDA ITEM

VG:smc
06-17/18

Transfers and Reassignments

- a. Barragan, Janet Effective 05/26/17, from Administrative Clerk II (Risk Management) to Bilingual School Secretary, 8 hours/11 Months (SAGE), Promotion, Growth

- b. Brown, Kyle
 La Belle, Robert
 Puzio, Steven
 Ramirez, Librado
 Steed, William Effective 07/01/17, Warehouse Worker/Delivery Driver II From 8 hours/10 months to 8 hours/12 months, Increase in Work Year by Seniority, Growth

- c. Contreras, Alma Effective 08/09/17, from Child Nutrition Assistant I (SH) to Child Nutrition Cashier I (DC), 3 hours/184 days, Replacement for Wendy Burkey, Voluntary Lateral Transfer

- d. Farias, Sara Effective 05/15/17, Paraeducator/LVN from (MZ), 6.5 hours/ 184 days to (PDC), 7 hours/184 days, Increase in Hours by Seniority, Replacement for Natasha Pollette

- e. Favela, Jasmin Effective 05/24/17, from Special Education Instructional Assistant I (PDC) to Bilingual Instructional Assistant, 5.75 hours/184 days (MZ), Replacement for Thelma Alvarez Promotion

- f. Giusto, Ivonne Effective 07/01/17, Bilingual Instructional Assistant (EL Dept), from 8 hours/184 days to 8 hours/12 months Increase in Work Year by Seniority, Growth

- g. Kelley, Lester Effective 08/09/17, from Child Nutrition Assistant I (QV) 3 hours/184 days to Special Education Instructional Assistant I (MQ), 5.75 hours/184 days, Replacement for Ahjahni Moultry, Voluntary Demotion

- h. Laughlin, Beverly Effective 08/02/17, Child Nutrition Manager, from (SH) to (SAGE), 8 hours/10 months, Voluntary Transfer

- i. Maldonado, Julia Effective 05/30/17, from Accounting Clerk II (Fiscal Services) to Bilingual Administrative Clerk II (ECE), Voluntary Demotion

- j. Martinez Jr, Julio Effective 05/17/17, from Paraeducator Translator (DGM), 5.75 hours/184 days to Paraeducator-Certified Interpreter, 6.5 hours/184 days, Replacement for Alisha Fathy, Promotion Growth

Transfers and Reassignments

- k. Nava, Stephanie Effective 08/09/17, from Bilingual Early Childhood Education Teacher Assistant, 3.75 hours/184 days to Parent/Community Liaison (SAGE), 8 hours/184 days Promotion, Growth

- l. Rahman, Jarmina Effective 08/02/17, from Child Nutrition Assistant II (OT), 5.75 hours/184 days to Child Nutrition Manager (DR), 8 hours/10 months, Replacement for Debra Ward, Promotion

- m. Robinson, Ana Effective 08/09/17, Parent/Community Liaison, 8 hours/184 days, from (SW) to (CH), Replacement for Rosalia Contreras Voluntary Transfer

- n. Sewalson, Nicole Effective 08/09/17, from Child Nutrition I (PLP), 3 hours/184 days to Child Nutrition II (CA), 5.75 hours/184 days Replacement for Sara Arrowsmith, Promotion

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: July 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

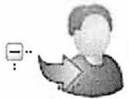
This action supports student achievement by procuring supplies, materials, equipment and services while ensuring that district funds are being managed in accordance with all applicable state and federal laws and Board policy.

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.

Actions ▾



My Workflow (1)

Attendance (1)

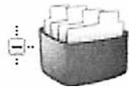
Purchase Requisitions

Warehouse Requisitions

ePARS



General Ledger



Purchasing & Payables

Purchasing

Receiving

Reports

Vendors / Purchase Orders

Purchase Orders By Account

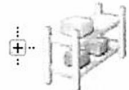
Orders By Requester

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

☐ Open POs
Only

☒ Account Purchase Order History

☐ Account Purchase Order Pay History From to

Show Report

Actions ▾

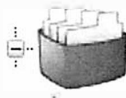


My Workflow (1)

- Attendance (1)
- 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

☐ Open POs
Only

☒ Account Purchase Order History

☐ Account Purchase Order Pay History From to

[Show Report](#)

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE July 12, 2017 _____ REPORT
TO: Personnel Commission X ACTION
FROM: Vicki S. Galli
Director, Personnel Commission
RE: APPROVAL OF EXPENSE OVER \$500: Onboarding Module

BACKGROUND

The attached expense is over \$500. The Onboarding module for the NEOGOV Applicant Tracking System will provide automation for the pre-employment process of new employee orientation. The module will automate the I-9 and W-4 forms as well as other forms that will be processed online. The Onboarding module has a welcome page, forms, checklists, digital signatures, internal flow and approvals and reports.

STATUS

The Onboarding module will automate the pre-employment process. The current quote from NEOGOV is attached. The quote includes implementation costs and annual re-occurring fees.

RECOMMENDATION

It is recommended that the Personnel Commission approve the expense over \$500 to purchase and implement the Onboarding module.



Onboard

Onboard enables new hires to become more productive from their first day on the job by streamlining new hire paper work, processes and training.



Welcome page
for new hires



I-9, W-4 and
custom forms



Onboarding
checklists



Digital Signatures



Internal approvals
and workflow



Standard and
ad hoc reports

I-9 & W-4 Forms

New hires complete I-9 and W-4 forms online in minutes. Employees can sign forms using a mouse, allowing them to complete their new hire checklist online prior to day one.

Online Forms

With Onboard, you can assign forms to specific employees, groups, and departments. Set up your required fields and approval routing, and you're done.

Digital Signatures

Signatures look just like wet signatures because employees can use their hand and mouse to sign any online form. Additionally, new employees have their own access accounts with unique credentials for strengthened authentication and security.

New Hire Self Service Portal

Configure your new hire portal with interactive social collaboration, questions and answers, documents, trainings, and videos. Communicate your organization's mission and values, and relevant training information to new hires while they are going through the onboarding process.

"Onboard greatly cut backs on the amount of time we need to spend with every employee. It's nice to be able to give the new employee information before they start. They are excited to get started and learn more about us."

MARLENE ERGEN

College of Saint Benedict
Saint John's University

Addendum – Onboard

NEOGOV™

Customer:

Palmdale School District
37230 37th Street East
Palmdale, CA 93550

Bill To:

Attn: Vicki Galli- HR Director
661-285-2902

Same as Customer Info

Quote Date:

7/5/2017

Revision:

1

Valid From:

7/5/2017

Valid To:

7/31/2017

Order Number:**Requested Service Date:**

TBD

Initial Term:

12 Months

Order Summary

Line	Description	Annual Recurring Cost	Non- Recurring Cost
1.0	Onboard	\$8,434.00	\$2,000.00
Sub Total:		\$8,434.00	\$2,000.00
Order Total:			\$10,434.00

1.0 NEOGOV Onboarding (ON)

License Subscription to NEOGOV ON

- Electronic Employee File
- Federal I9 and W4 forms
- Task Manager
- Employee data upload
- Build your own Onboarding forms*

*NEOGOV ON includes Federal I9 standard forms that are updated annually and Federal W4 forms updated every 2-4 years. Additional forms or form maintenance is available by NEOGOV Professional services at the following cost:

- Background forms \$295 per form
- Dynamic Forms \$195 per form
- Updates to existing forms \$200 an hour

Addendum – Onboard

NEOGOVSM

Order Form Terms and Conditions:

- (1) The Customer hereby orders and GovernmentJobs.com, Inc. (d/b/a NEOGOV, Inc., hereafter "NEOGOV") agrees to provide the services described in this Order Form. THE SERVICES ARE PROVIDED PURSUANT TO THE TERMS AND CONDITIONS OF THIS ORDER FORM AND THE SERVICE AGREEMENT BETWEEN NEOGOV AND THE CUSTOMER.
- (2) The Customer agrees that the payment schedule is as follows:
- One hundred percent (100%) of the annual price is payable within thirty (30) days of execution of this Order Form. (\$8,434.00).
 - One hundred percent (100%) of the non-recurring costs are to be paid to NEOGOV within thirty (30) days of the execution of this Order Form and Service Agreement. (\$2,000.00).
- (3) Neither the Customer nor NEOGOV will be bound by this Order Form until it has been signed by authorized representatives of both parties.
- (4) Changes or alterations to this Order Form will not be accepted.

THERE ARE SIGNIFICANT ADDITIONAL TERMS AND CONDITIONS, WARRANTY DISCLAIMERS AND LIABILITY LIMITATIONS CONTAINED IN THE SERVICE AGREEMENT BETWEEN THE CUSTOMER AND NEOGOV.

DO NOT SIGN THIS ORDER FORM BEFORE YOU HAVE READ IN ITS ENTIRETY. YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE READ THE SERVICE AGREEMENT AND AGREE TO BE BOUND BY ITS PROVISIONS.

<u>Customer</u>	<u>NEOGOV, Inc.</u>
Signature: _____	Signature: _____
Print Name: _____	Print Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE July 12, 2017 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Vicki S. Galli
Director, Personnel Commission

RE: APPROVAL OF INITIAL PLACEMENT: Director I, Transportation Services

BACKGROUND

In accordance with Personnel Commission Rules and Regulations, Item 7.6, the initial salary placement is the first step of the salary range as approved by the Commission. An accelerated pay rate may be established in classifications where recruitment efforts are difficult. The initial salary placement may be set at any step with the recommendation of the Superintendent as well as the approval of the Board and Commission.

STATUS

For the Director I, Transportation Services, Step 5 (\$83,358) of salary range box 16 of the Leadership Team Salary Schedule was recommended by the Superintendent and approved by the Board.

RECOMMENDATION

It is recommended that the Personnel Commission ratify the initial salary placement.