



Personnel Commission  
**AGENDA OF REGULAR MEETING**  
Wednesday, January 8, 2020 - 5:30 P.M.  
Site 18, Room 125  
37230 37<sup>th</sup> Street East, Palmdale, CA 93550

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Mrs. Kathleen Duren, Chairperson  
Mrs. Deneese Thompson, Vice Chairperson  
Mr. Dale Speights, Commissioner  
Ms. Mary Theus, Director, Personnel Commission

**I. PRELIMINARY BUSINESS**

- A. Organizational Procedure
- Chairperson of the Personnel Commission
  - Vice-Chairperson of the Personnel Commission

**ACTION**

- B. Approval of Minutes Recorded for the December 11, 2019 Regular Meeting

30-19/20

**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. Approval of Consent Agenda
1. Ratification of Eligibility List(s)
  2. Extension of Eligibility List(s)
  3. Nullification of Eligibility List(s)
  4. Ratification of Transfers

31-19/20

**IV. UNFINISHED BUSINESS**

- A. Salary Rates for Substitute Classifications

**INFO.**

21-19/20

**V. NEW BUSINESS**

- A. Approval of Revision to Americans with Disabilities Act (ADA) Compliant Form  
Custodian I and Custodian II

**ACTION**

32-19/20

**VI. INFORMATION/REPORTS**

- A. Monthly Expenditure Review  
B. Classified Update  
C. Director, Personnel Commission  
D. Comments from Commissioners

**VII. RECESS TO CLOSED SESSION**

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code, Section 54957
  - 1. Confidential/Personnel Matters

**VIII. RECONVENE TO OPEN SESSION**

**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. Confidential/Personnel Matters

**X. DATE/TIME OF NEXT REGULAR PERSONNEL COMMISSION MEETING: February 12, 2020, 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 December 11, 2019 Regular Meeting**

<b>CALL TO ORDER</b>	Chairperson Kathleen Duren called the meeting to order at 5:31 P.M., followed by the Pledge of Allegiance led by Mr. Speights.
<b>MEMBERS PRESENT</b>	Mrs. Kathleen Duren, Chairperson Mr. Dale Speights, Commissioner
<b>MEMBERS ABSENT</b>	Mrs. Deneese Thompson, Vice-Chairperson
<b>STAFF PRESENT</b>	Ms. Mary Theus, Director, Personnel Commission
	A quorum was present.
<b>PRELIMINARY BUSINESS</b>	<p><b>Oath of Office</b> The Oath of Office was administered to Dale Speights as the CSEA Appointee to the Personnel Commission.</p> <p><b>Organizational Procedure</b> Commissioner Speights motioned, with a second by Commissioner Duren to postpone the organizational procedure to appoint a Chairperson and Vice-Chairperson of the Personnel Commission commencing January 1, 2020, due to the absence of Commissioner Thompson. The procedure will take place at the January meeting. Motion carried. <i>Ayes: Duren, Speights</i></p> <p><b>Approval of Meeting Minutes</b> Commissioner Speights moved to approve minutes of the November 13, 2019 regular meeting, with Commissioner Duren providing a second, and discussion was called. Hearing none, the motion carried with a 2-0 vote. <i>Ayes: Duren, Speights</i></p> <p>Commissioner Speights moved to approve minutes of the November 21, 2019 special meeting, with Commissioner Duren providing a second, and discussion was called. Hearing none, the motion carried with a 2-0 vote. <i>Ayes: Duren, Speights</i></p>
<b>PUBLIC COMMENTS CONCERNING AGENDA ITEMS</b>	Erwin Bryant, Grounds/Utility Maintenance Worker and CSEA Representative, commented on the District's proposal to increase salaries for substitute classifications. He requested more information; specifically, the names of districts surveyed and the percentage of each increase.
<b>PUBLIC COMMENTS CONCERNING NON-AGENDA ITEMS</b>	Erwin Bryant welcomed Commissioner Speights to the Personnel Commission and wished all a prosperous new year.
<b>CONSENT AGENDA</b>	Commissioner Speights moved to approve the Consent Agenda as presented, with Commissioner Duren providing a second. The motion carried with a 2-0 vote. <i>Ayes: Duren, Speights.</i>

## **NEW BUSINESS**

### **Ratification of Eligibility List with Fewer than Three Ranks - Paraeducator Certified Interpreter (DHH)**

Commissioner Speights moved to approve the eligibility list containing fewer than three ranks for Paraeducator Certified Interpreter (DHH), with Commissioner Duren providing a second. Discussion was called. Hearing none, the motion carried with a 2-0 vote. *Ayes: Duren, Speights.*

### **Approval of Revision to Americans with Disabilities Act (ADA) Compliant Form - Student Interventionist**

Commissioner Speights moved to approve the revised ADA Compliant Form for Student Interventionist, with Commissioner Duren providing a second, and discussion was called. Hearing none, the motion carried with a 2-0 vote. *Ayes: Duren, Speights.*

### **Approval of Salary Rates for Substitute Classifications**

Commissioner Speights moved to approve the proposed salary rates for substitute classifications as presented, with Commissioner Duren providing a second, and discussion was called.

Discussion ensued regarding the survey of substitute salaries from neighboring districts for comparison with PSD salaries. Commissioner Duren conveyed that our salaries appear to be in line with three of the four districts surveyed. She stated her support of boosting salaries in light of the minimum wage, but conveyed many of the proposed increases are quite high. In the end, the Commission requested more information to justify the substantial salaries proposed for their review at the January meeting.

Commissioner Speights amended his motion to postpone action to the January meeting, with Commissioner Duren providing a second. Motion carried with a 2-0 vote. *Ayes: Duren, Speights.*

## **INFORMATION/REPORTS**

### **Monthly Expenditure Review**

Ms. Theus reported the budget-to-actual report is not accurate as the District is currently preparing for its First Interim; thus, all expenditures are not posted. As an alternative, a manual accounting of expenses to date from internal recordkeeping was provided for review.

### **Classified Update**

Ms. Theus distributed the Classified Update. It is attached as part of the official minutes.

### **Comments from Commissioners**

Commissioner Speights remarked that he is looking forward to his role on the Personnel Commission, and thanked CSEA and the Commissioners for their welcoming comments.

**RECESS TO CLOSED SESSION**

Recess to closed session at 6:00 P.M.

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code Section 54957
  - 1. Confidential Personnel Matters

**RECONVENE TO OPEN SESSION**

Reconvened to open session at 6:15 P.M.

**REPORT OUT OF CLOSED SESSION**

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code Section 54957
  - 1. Confidential Personnel Matters

With no action taken, there is no report.

**NEXT MEETING**

The next regular meeting of the Personnel Commission is scheduled for January 8, 2020 at 5:30 P.M. in Room 125 at Site 18.

**ADJOURNMENT**

On a motion by Commissioner Speights, the meeting was adjourned at 6:16 P.M.

Respectfully submitted,



Mary Theus  
Director, Personnel Commission

**APPROVED:**

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Kathleen Duren, Chairperson

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Deneese Thompson, Vice Chairperson

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Dale Speights, Commissioner

**Classified Update for December 11, 2019**

**Testing Status:**

Bilingual Attendance Clerk	Performance/written exams 12/4/19, QAI pending
Bilingual/ECE Teacher Asst.	Written Exams 12/10/19
Child Nutrition Assistant III	Written Exam 12/3/19, QAI 12/11/19
Crossing Guard	Written Exam 12/17/19
Occupational Therapist	QAI 12/13/19
Special Ed Instructional Asst.	Written exam 12/5/19; QAI 12/12/19

**Postings:**

Bilingual ECE Teacher Assistant	Continuous
Crossing Guard	Closes 12/13/19
ECE Teacher Assistant	Continuous
Facilities Planner	Closes 12/20/19
Grounds/Utility Maintenance Worker II	Closes 01/20/20
Occupational Therapist	Continuous
Paraeducator-Certified Interpreter I/II	Continuous
Technology Support Liaison	Closes 12/11/19

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE	January 8, 2020	REPORT
TO:	Personnel Commission	<u>X</u> ACTION
FROM:	Mary Theus 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.

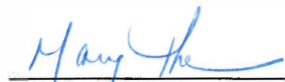
**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
January 8, 2020**

**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
Child Nutrition Assistant III – Promotional only	07/25/19	08/15/19	08/27/19	10/7/19	26	5	4	NA	2	2	12/11/19	12/10/20	*Yes	8
Child Nutrition Assistant III	10/24/19	11/14/19	12/3/19	12/11/19	46	9	7	NA	6	6				
Crossing Guard	11/21/19	12/13/19	12/17/19	NA	51	25	20	NA	NA	20	12/17/19	12/16/20	*Yes	12
Special Education Instructional Assistant	11/06/19	11/26/19	12/5/19	12/12/19	81	66	16	NA	16	16	12/12/19	12/11/20	*Yes	17

\*Only new eligibles have the expiration date of the merged eligibility list; previous eligibles maintain the original expiration date.

This certifies the eligibility list process is complete and in compliance with pertinent Education Codes (merit system) and Personnel Commission Rules and Regulations.

  
\_\_\_\_\_  
Mary Theus

Director, Personnel Commission

1/2/2020  
\_\_\_\_\_  
Date

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE January 8, 2020 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus  
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
Project/Curriculum Center Clerk	08/23/2018	02/22/2020	08/22/2020

**RECOMMENDATION**

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

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE January 8, 2020 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus  
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
Crossing Guard	10/31/2019	10/30/2020
Special Education Instructional Assistant	10/17/2019	10/16/2020

**RECOMMENDATION**

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

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE	January 8, 2020	REPORT
TO:	Personnel Commission	<u>X</u> ACTION
FROM:	Mary Theus 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 Reassignment

01/08/20

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Beals, Cori	11/12/19	Special Education Instructional Assistant I, 5.75 hrs/182 days, from (GP) to (GP/YN)	Change of Location
b.	Bosch, Kristopher	12/02/19	Paraeducator-Moderate to Severe, from (BV) 6.5 hrs/182 days to (YN) 7.0 hrs/182 days	Growth Increase in hours by seniority
c.	Braswell, Ashley	12/02/19	Paraeducator-Moderate to Severe, from (BV) 6.5 hrs/182 days to (PDC) 7.0 hrs/182 days	Replacement for Daisy Rivera Increase in hours by seniority
d.	Calvillo, Carmen	12/02/19	Bilingual School Secretary, 8.0 hrs/11 mo., from (DC) to (TA)	Growth Voluntary Transfer
e.	Crosbie, Khadija J.	12/02/19	Special Education Instructional Assistant I, from (PLP) 5.75 hrs/182 days to (SAGE) 6.5 hrs/182 days	Replacement for Cynthia Espinoza Increase in hours by seniority
f.	Garcia, Isabel N.	12/02/19	Special Education Instructional Assistant I, 5.75 hrs/182 days, from (GP) to (YU)	Voluntary Transfer Replacement for Stephanie Vasquez
g.	Heredia, Kimberly	11/07/19	Special Education Instructional Assistant I, from (First Steps) 5.75 hrs/182 days to (SW) 6.5 hrs/182 days	Growth Increase in hours by seniority
h.	Isaac, Mariah R.	12/02/19	From Special Education Instructional Assistant I to Special Education Instructional Assistant II	Completion of Coursework
i.	Johnson, Desiree M.	11/19/19	Special Education Instructional Assistant I, 5.75 hrs/182 days, from (TW) to (CM)	Growth Reassignment due to elimination of position
j.	Lopez-Felix, Julieta	11/07/19	Noon Duty/Campus Assistant, 3.5 hrs/182 days, from (ECE YU) to (ECE Highland)	Replacement for Adela Shuey Voluntary Transfer
k.	Martinez, Mary Elizabeth	12/02/19	Paraeducator-Moderate to Severe, from (PDC) 5.75 hrs/182 days to (DW) 6.5 hrs/182 days	Replacement for Cristal Delgado Increase in hours by seniority
l.	Massey, Jamekia M.	12/02/19	Special Education Instructional Assistant I, from (First Steps) 5.75 hrs/182 days to (SH) 6.5 hrs/182 days	Replacement for Meghan Biggert Increase in hours by seniority
m.	Moreno, Mirna I.		Bilingual ECE Teacher Assistant, from 3.75 hrs/185 days to 5.75 hrs/185 days (TW)	Replacement for Rosicela Carbajal Carlos Increase in hours by seniority
n.	Ortiz, Jose	11/25/19	From Parent/Community Liaison (JH) 8.0 hrs/182 days, to Bilingual School Secretary (CA) 8.0 hrs/11 mo.	Promotion Replacement for Rocio Chamorro-Rosado
o.	Phillips, Tolea	11/08/19	Paraeducator-Moderate to Severe (YN), from 5.75 hrs/182 days to 7.0 hrs/182 days	Growth Increase in hours by seniority
p.	Reddig, Rita E.	12/02/19	Paraeducator-Moderate to Severe, from (DW) 6.5 hrs/182	Growth

## Transfers and Reassignment

01/08/20

			days to (PDC) 7.0 hrs/182 days	Increase in hours by seniority
q.	Rodriguez, Stephanie L.	11/20/19	Special Education Instructional Assistant I, 5.75 hrs/182 days, from (JH) to (CM)	Replacement for Roxanne Romo Voluntary Transfer
r.	Saenz, Afraicela	12/02/19	Paraeducator-Moderate to Severe, from (DW) 5.75 hrs/182 days to (BV) 6.5 hrs/182 days	Growth Increase in hours by seniority
s.	Scott, Wanda J.	11/21/19	From Accounting/Data Processing Technician (Fiscal) to Asst. Director Business Services (Fiscal) 8.0 hrs/12 mo.	Promotion Replacement for Maria Alatorre
t.	Stanley Jr., Steven M.	11/20/19	Library Aide, 4.0 hrs/10 mo., from (SAGE) to (MZ)	Replacement for Karen Nunez Cipriano Return from Military Leave

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE:	January 8, 2020	REPORT
TO:	Personnel Commission	<u>X</u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVAL OF AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANT FORM Custodian I and Custodian II	

**BACKGROUND**

A primary function of the Personnel Commission is to review job descriptions as well as determine the merit and fitness requirements for classified classifications. The Americans with Disabilities Act (ADA) suggests that physical/mental requirements for the performance of the essential functions for a particular classification be specified in a recommended format.

**STATUS**

Shaw HR Consulting, an independent contractor providing services to the District, developed an Essential Function Position Analysis in 2017 for the Custodian I and Custodian II classifications. An incumbent and supervising administrator participated as subject matter experts for the study. The information articulated in each analysis has been condensed and converted to the attached ADA Compliant Job Analysis form.

The duties described in the current job descriptions are not changing at the present time.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the modernized ADA Compliant Job Analysis for the Custodian I and Custodian II classifications, as presented.

PALMDALE SCHOOL DISTRICT  
ADA COMPLIANT JOB ANALYSIS

**Custodian I**

**Frequency Key:** The following abbreviations denote the frequency an activity is performed daily.

- N = Never  
I = Infrequently (less than once per day)  
O = Occasionally (less than 2 ½ hours per day)  
F = Frequently (2 ½ to 5 hours per day)  
C = Continuously (more than 5 hours per day)

**PHYSICAL DEMANDS**

**Postures/ Movements:** During ESSENTIAL Functions

Sitting	I-O	Kneeling	I-O	Twisting at Waist	O-F
Standing	F-C	Crawling	I	Reaching:	
Walking	F-C	Climbing**	I	Above Shoulders	I-O
Bending	O-F	Balancing	I-O	At/Below Shoulders	O-C
Stooping	I-O	Foot Controls	I	Neck Extension (up)	O
Squatting	I-O	Pushing*	O-C	Neck Flexion (down)	O-C
Lying Down	I	Pulling*	O-C	Neck Rotation (turning)	O-F

**Comments:** \*Significant lifting/pushing/pulling activities

\*\*May use ladders, stairs, stools to clean, stock or replace items

**Lifting:** During ESSENTIAL Functions

\* Indicates with assistance

Weight - Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	O-F	O-F	O-F	Cleaning supplies; small hand tools; trash; brooms; keys; two-way radio; classroom items; hand-held blower; backpack vacuum
11-25	O-F	O-F	I	Mop buckets; custodial equipment; box of paper; trash bags & recycle bins; chairs and small furniture;
26-50	I-O	I-O	I	Full mop buckets; extension ladder; box of textbooks; box of copier paper; trash bags; furniture; building stages/risers; convert tables to benches
51-75*	I	I	I	Furniture; desks/chairs; full bags of trash; boxes of classroom supplies; box of copier paper
76-100*	I	I	N	Furniture; stacks of chairs; large trash cans; floor buffer/extractor
Over 100*	N	N	N	

**Comments:** \* Overweight Items require breaking down or assistance

**Carrying:** During ESSENTIAL Functions

\* Indicates with assistance

Pounds	Freq.	Distance	Examples of Objects Carried
Up to 10	O-F	Up to 100 yards	Cleaning supplies; trash; two-way radio; hand tools
11-25	O-F	Up to 10 yards	Mop buckets; custodial equipment; box of paper; trash bags & recycle bins;
26-50	I-O	Up to 3 yards	Full mop buckets; extension ladder; box of textbooks; box of copier paper; trash bags;
51-75*	I	Up to 1 yard	Furniture; trash bags; boxes of classroom supplies; box of copier paper
76-100*	I	Up to 1 yard	Furniture; buffer; extractor; bookshelves
Over 100*	N	N/A	

**Comments:** \*Overweight items require breaking down or assistance

Incumbents must be able to perform carrying, lifting of moderately heavy objects up to a maximum of 50 pounds. (WorkSTEPS job specific testing safe lifting criteria: floor to knuckle 65 pounds)

OBJECT MANIPULATION		
	Freq.	Tools & materials handled during ESSENTIAL Functions:
Fine Grasp	O-C	Trash bags; hand tools; pens/pencils; cleaning supplies
Fine Manipulation	O-F	Small tools; alarm; cleaning agents and supplies
Gross Grasp	O-F	Mop; floor buffer; ladder; furniture
Gross Manipulation	O-F	Cleaning materials; vacuum; floor buffer; broom; hand tools
Power Grasp	O-F	Floor equipment; cleaning materials; trash

MENTAL AND PSYCHOLOGICAL DEMANDS			
		Frequency	
Basic Work Abilities:		Essential	Non-Ess.
1	Follow verbal and written instructions.	X	
2	Maintain the established work pace.	X	
3	Adhere to established work and safety procedures.	X	
4	Respond appropriately to direction, evaluation, or criticism.	X	
5	Respond appropriately to changes in the work setting.	X	
Attention to Task/ Details:			
6	Perform simple/repetitive tasks.	X	
7	Perform complex/varied tasks.	X	
8	Organize tasks and set priorities.	X	
9	Manage multiple tasks simultaneously.	X	
Interaction with Others:			
10	Work cooperatively with coworkers.	X	
11	Interact with customers or the public.	X	
12	Give training/ instruction.	X	
13	Direct or supervise others.	X	
Decision Making:			
14	Use basic problem-solving techniques.	X	
15	Work autonomously, or with minimal supervision.	X	
16	Make independent decisions based on data/ circumstances.	X	

Comments:

COMMUNICATION / SENSORY DEMANDS				
Method	Freq.	Function #: ESSENTIAL	Freq.	Function #: Non-ESSENTIAL
Seeing	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14		
Hearing	I-O	1,2,3,4,5,6,7,8,9,10,11,12,13,14		
Speaking	I-O	1,2,3,4,5,6,7,8,9,11,12,13,14	I	10
Reading	I-O	1,2,3,4,5,6,7,8,9,10,11,12,13,14		
Writing	I-O	1,2,6,7,11,12,13,14	I	3,4,5,8,9,10
Math	I-O	1,2,3,7,10,12,14	I	4,5,6,8,9,11,13

Comments:

ENVIRONMENTAL CONDITIONS				
	Freq.	Essential	Freq.	Non-Essential
Indoors	F-C	Cleaning activities		N/A
Outdoors	I-F	Trash; cleaning; security/facility inspections		N/A
Cold	I-O	Seasonal weather exposure; climate controlled indoor environment		N/A
Heat	I-O	Seasonal weather exposure; climate controlled indoor environment		N/A
Humidity	I-O	Seasonal weather exposure; climate controlled indoor environment		N/A
Temperature Swings	I-O	Seasonal weather exposure; climate controlled indoor environment.		N/A
Dust / Wind	O-F	Outdoor work; deep cleaning		N/A
Noise	O-F	Custodial equipment; school bells		N/A
Vibration	F	Custodial/floor equipment; pushing custodial/tilt cart over uneven ground.		N/A
Fumes/ Odors	I-O	Exhaust from bus and cars; non-toxic cleaning agents		N/A
Toxic Substances	I-O	Equipment fuel; disinfectants; working around fertilizer/pesticides in the course of work		N/A
Radiation	N	N/A		N/A
Mechanical Hazards	O	Custodian equipment, vacuum; floor buffer; shampooer/extractor; blowers, fans		N/A
Electrical Hazards	I	Replacing light bulbs; plugging/unplugging equipment; breaker control panels		N/A
Explosive Hazards	I	Gasoline; combustibles		N/A
<b>Safety Equipment/Training/Attire:</b> Appropriate attire as per Board Dress Code Policy PPE, gloves; safety goggles, dust masks; uniform shirt, non-slip safety shoes; first aid kits, fire extinguishers. first aid kits; CPR mask; antibacterial soap/hand sanitizer; District and legally required trainings				

OPERATION OF VEHICLES, EQUIPMENT OR MACHINERY			
Essential Functions	Freq.	Non-Essential Functions	Freq.
Operate computer	O-F		
Operate automobile	I-O		
Handheld portable radio	O-F		

WORK SETTING				
<b>Brief Description of Work Site:</b> School Site or District setting; indoor and outdoor work				
<b>Breaks:</b> Two 15-min. paid rest breaks; one 30-min. unpaid duty-free meal period, taken at assigned times.		<b>Overtime:</b> Various; as needed		
<b>Supervised by:</b> School Administrator, and/or Director/Assistant Director Maintenance and Operations		<b>Supervises:</b> N/A		
<b>Number of Employees at Work Site:</b> Varies by assigned work location				
<b>Characteristics of Site:</b>	<b>%</b>		<b>%</b>	
Informal	50	Formal	50	Formal + Informal = 100 %
Autonomy-oriented	75	Team-oriented	25	Autonomy + Team = 100%
Routine Tasks	75	Variable Tasks	25	Routine + Variable = 100 %
Slow Paced	0	Fast Paced	100	Slow + Fast Paced = 100%
Low Pressure	10	High Pressure	90	Low + High Pressure = 100%

JOB ANALYSIS PARTICIPANTS			
Name	Signature	Job Title	Date
Luis Jimenez		Custodian I	10/13/2017
Susana Stillo		Asst. Director Maintenance & Operations	10/13/2017
<b>Other Sources of Information:</b>			
<input checked="" type="checkbox"/> Referral to company job description(s) <input checked="" type="checkbox"/> Interview <input type="checkbox"/> Observation			
<b>EFPA Developed:</b> Ryan Long, Consultant, Shaw HR Consulting, Inc. <b>Date:</b> October 2017 <b>Transcribed:</b> Mary Theus, Director Personnel Commission <b>Date:</b> January 2020			

"EFPA" denotes Essential Functions Position Analysis

CUSTODIAN II

PALMDALE SCHOOL DISTRICT  
ADA COMPLIANT JOB ANALYSIS

**Custodian II**

**Frequency Key:** The following abbreviations denote the frequency an activity is performed daily.

N = Never  
I = Infrequently (less than once per day)  
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C = Continuously (more than 5 hours per day)

**PHYSICAL DEMANDS**

**Postures/ Movements:** During ESSENTIAL Functions

Sitting	I-O	Kneeling	I-O	Twisting at Waist	O-F
Standing	F-C	Crawling	I	Reaching:	
Walking	F-C	Climbing**	I-O	Above Shoulders	I-O
Bending	O-F	Balancing	I-O	At/Below Shoulders	O-C
Stooping	I-O	Foot Controls	I	Neck Extension (up)	O
Squatting	I-O	Pushing*	O-C	Neck Flexion (down)	O-C
Lying Down	I	Pulling*	O-C	Neck Rotation (turning)	O-F

**Comments:** \*Significant lifting/pushing/pulling activities

\*\*May use ladders, stairs, stools to clean, stock or replace items

**Lifting:** During ESSENTIAL Functions

\* Indicates with assistance

Weight - Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	O-F	O-F	O-F	Cleaning supplies; small hand tools; trash; brooms; keys; two-way radio; classroom items; hand-held blower; backpack vacuum
11-25	O-F	O-F	I	Mop buckets; custodial equipment; box of paper; trash bags & recycle bins; chairs and small furniture;
26-50	I-O	I-O	I	Full mop buckets; extension ladder; box of textbooks; box of copier paper; trash bags; furniture; building stages/risers; convert tables to benches
51-75*	I	I	I	Furniture; desks/chairs; full bags of trash; boxes of classroom supplies; box of copier paper
76-100*	I	I	N	Furniture; chairs; large trash cans; floor buffer/extractor
Over 100*	N	N	N	

**Comments:** \* Overweight Items require breaking down or assistance

**Carrying:** During ESSENTIAL Functions

\* Indicates with assistance

Pounds	Freq.	Distance	Examples of Objects Carried
Up to 10	O-F	Up to 100 yards	Cleaning supplies; trash; two-way radio; hand tools
11-25	O-F	Up to 10 yards	Mop buckets; custodial equipment; box of paper; trash bags & recycle bins;
26-50	I-O	Up to 3 yards	Full mop buckets; extension ladder; box of textbooks; box of copier paper; trash bags;
51-75*	I	Up to 1 yard	Furniture; trash bags; boxes of classroom supplies; box of copier paper
76-100*	I	Up to 1 yard	Furniture; buffer; extractor; bookshelves
Over 100*	N	N/A	

**Comments:** \*Overweight items require breaking down or assistance

Incumbents must be able to perform carrying, lifting of moderately heavy objects up to a maximum of 50 pounds. (WorkSTEPS job specific testing safe lifting criteria: floor to knuckle 65 pounds)

OBJECT MANIPULATION		
	Freq.	Tools & materials handled during ESSENTIAL Functions:
Fine Grasp	O-C	Trash; hand tools; pens/pencils; cleaning supplies; minor repairs; handling inventory/stock
Fine Manipulation	O-F	Small tools; operating alarm; cleaning agents and supplies; two-way radio
Gross Grasp	O-F	Mop; custodial/floor equipment; ladders; hand carts; trash; 5-gallon bottled water; furniture
Gross Manipulation	O-F	Cleaning materials; vacuum; floor equipment; broom; hand tools; furniture; supply deliveries
Power Grasp	O-F	Mop; custodial/floor equipment; ladders; hand carts; trash; 5-gallon bottled water; furniture

MENTAL AND PSYCHOLOGICAL DEMANDS			
		Frequency	
Basic Work Abilities:		Essential	Non-Ess.
1	Follow verbal and written instructions.	X	
2	Maintain the established work pace.	X	
3	Adhere to established work and safety procedures.	X	
4	Respond appropriately to direction, evaluation, or criticism.	X	
5	Respond appropriately to changes in the work setting.	X	
Attention to Task/ Details:			
6	Perform simple/repetitive tasks.	X	
7	Perform complex/varied tasks.	X	
8	Organize tasks and set priorities.	X	
9	Manage multiple tasks simultaneously.	X	
Interaction with Others:			
10	Work cooperatively with coworkers.	X	
11	Interact with customers or the public.	X	
12	Give training/ instruction.	X	
13	Direct or supervise others.	X	
Decision Making:			
14	Use basic problem-solving techniques.	X	
15	Work autonomously, or with minimal supervision.	X	
16	Make independent decisions based on data/ circumstances.	X	

Comments:

COMMUNICATION / SENSORY DEMANDS				
Method	Freq.	Function #: ESSENTIAL	Freq.	Function #: Non-ESSENTIAL
Seeing	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14		
Hearing	F	1,2,3,4,5,6,7,8,9,10,11,12,13,14		
Speaking	O-F	1,3,4,5,6,7,8,9,10,12,13,14	I	2,11
Reading	I-O	1,2,3,4,5,6,7,8,9,10,11,12,13,14		
Writing	I-O	1,2,3,7,8,12,13,14	I	4,5,6,9,10,11
Math	I-O	1,3,4,8,11,13	I	2,5,6,7,9,10,12,14

Comments:

ENVIRONMENTAL CONDITIONS				
	Freq.	Essential	Freq.	Non-Essential
Indoors	O-C	Cleaning activities		
Outdoors	O-F	Campus walks; trash pickup; sweeping/ blowing walkways; window cleaning; power washing; security/facility inspections		
Cold	I-O	Seasonal weather exposure; climate controlled indoor environment; walk-in refrigerators and freezers		
Heat	I-O	Seasonal weather exposure; climate controlled indoor environment		
Humidity	I-O	Seasonal weather exposure; climate controlled indoor environment.		
Temperature Swings	I-O	Seasonal weather exposure; climate controlled indoor environment.		
Dust / Wind	O-F	Outdoor activities; open doors/windows		
Noise	O-F	Custodial/floor equipment; school bells; cafeteria; PA announcements; emergency sirens		
Vibration	O-F	Custodial/floor equipment; pushing custodial/tilt cart over uneven ground.		
Fumes/Odors	I-O	Exhaust from bus and cars; non-toxic cleaning agents, dust.		
Toxic Substances	I-O	Equipment fuel; disinfectants; working around fertilizer/pesticides in the course of work		
Radiation	N	N/A		
Mechanical Hazards	O	Custodial equipment, vacuum; floor buffer; shampooer/extractor; blowers, fans.		
Electrical Hazards	I	Replacing light bulbs; plugging/unplugging equipment; breaker control panels		
Explosive Hazards	I	Gasoline; combustibles		
<b>Safety Equipment/Training/Attire:</b> Appropriate attire as per Board Dress Code Policy PPE, gloves; safety goggles, dust masks; uniform shirt, non-slip safety shoes; first aid kits, fire extinguishers. first aid kits; CPR mask; antibacterial soap/hand sanitizer; District and legally required trainings				

OPERATION OF VEHICLES, EQUIPMENT OR MACHINERY			
Essential Functions	Freq.	Non-Essential Functions	Freq.
Operate computer	I		
Operate automobile	I		
Handheld portable radio	O-F		

WORK SETTING				
<b>Brief Description of Work Site:</b> School Site or District setting; indoor and outdoor work				
<b>Breaks:</b> Two 15-min. paid rest breaks; one 30-min. unpaid duty-free meal period, taken at assigned times.		<b>Overtime:</b> Various; as needed		
<b>Supervised by:</b> Site Administrator		<b>Supervises:</b> N/A		
<b>Number of Employees at Work Site:</b> Varies by assigned work location				
<b>Characteristics of Site:</b>	%		%	
Informal	50	Formal	50	Formal + Informal = 100 %
Autonomy-oriented	75	Team-oriented	25	Autonomy + Team = 100%
Routine Tasks	75	Variable Tasks	25	Routine + Variable = 100 %
Slow Paced	0	Fast Paced	100	Slow + Fast Paced = 100%
Low Pressure	10	High Pressure	90	Low + High Pressure = 100%

JOB ANALYSIS PARTICIPANTS			
Name	Signature	Job Title	Date
Theodore Landreth		Custodian II	10/12/2017
Susana Stillo		Asst. Director Maintenance & Operations	10/13/2017
<b>Other Sources of Information:</b> <input checked="" type="checkbox"/> Referral to company job description(s) <input checked="" type="checkbox"/> Interview <input type="checkbox"/> Observation			
<b>EFPA Developed:</b> Ryan Long, Consultant, Shaw HR Consulting, Inc. <b>Date:</b> October 2017 <b>Transcribed:</b> Mary Theus, Director Personnel Commission <b>Date:</b> January 2020			

“EFPA” denotes Essential Functions Position Analysis

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE: January 8, 2020 X REPORT  
TO: Personnel Commission ACTION  
FROM: Mary Theus  
Director, Personnel Commission  
RE: MONTHLY EXPENSES REVIEW

**BACKGROUND**

Attached are expenses captured by the LACOE BEST Advantage System through the date of printing, January 2, 2020.

**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 report showing monthly expenses as presented by the attached report from the LACOE BEST System.

District: 64857 - Palmdale School District  
Fund/Sub-Fund: 01.0 - General Fund/County School Service Fund Personnel Commission

Account	Pd Record Date	Doc ID	Doc/Transaction Description	Vendor Name	Current Operating Budget	Expenditure	Encumbrance	Pre-Encumbrance	Total Obligated Amount	Remaining Balance
01.0-00000.0-00000-74400-4320-2300000	1 07/01/2019	XREQ,200000000368,1.00,1	Stater Bros open PO, NTE \$500		0.00	0.00	0.00	500.00	500.00	(500.00)
01.0-00000.0-00000-74400-4320-2300000	1 07/01/2019	XREQ,200000000373,1.00,1	Vince's Pasta & Pizza; Open PO; NTE \$500		0.00	0.00	0.00	500.00	500.00	(500.00)
01.0-00000.0-00000-74400-4320-2300000	1 07/08/2019	XSRQ,200000000003,1.00,1	Copier paper for PC		0.00	0.00	0.00	195.66	195.66	(195.66)
01.0-00000.0-00000-74400-4320-2300000	1 07/23/2019	XREQ,2000000000871,1.00,1	Business Cards		0.00	0.00	0.00	40.35	40.35	(40.35)
01.0-00000.0-00000-74400-4320-2300000	2 08/28/2019	XREQ,2000000002540,1.00,1	Chairs for interview rooms		0.00	0.00	0.00	2,542.68	2,542.68	(2,542.68)
01.0-00000.0-00000-74400-4320-2300000	3 09/11/2019	XREQ,2000000002801,1.00,1	Business Cards for Adriana Garcia		0.00	0.00	0.00	40.35	40.35	(40.35)
01.0-00000.0-00000-74400-4320-2300000	4 10/17/2019	PRM,2000000001980,1.00,1	Southwest School Supply Order	VINCES PASTA & GRILL	0.00	24.88	(24.88)	0.00	0.00	0.00
01.0-00000.0-00000-74400-4320-2300000	4 10/21/2019	XREQ,2000000003017,1.00,1			0.00	0.00	0.00	1,344.80	1,344.80	(1,344.80)
01.0-00000.0-00000-74400-4320-2300000	5 11/08/2019	PRM,2000000002608,1.00,1		VINCES PASTA & GRILL	0.00	35.82	(35.82)	0.00	0.00	0.00
01.0-00000.0-00000-74400-4320-2300000	5 11/18/2019	PRM,2000000002841,1.00,1		VINCES PASTA & GRILL	0.00	32.07	(32.07)	0.00	0.00	0.00
<b>Totals for Object: 4320 - Supplies</b>					<b>5,799.00</b>	<b>92.77</b>	<b>(92.77)</b>	<b>5,163.84</b>	<b>5,163.84</b>	<b>635.16</b>
<b>Totals for Object: 4380 - Supplies Technology</b>					<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>
<b>Totals for Object: 4393 - Water, Bottled</b>				SPARKLETTS	<b>200.00</b>	<b>96.07</b>	<b>106.07</b>	<b>0.00</b>	<b>202.14</b>	<b>(2.14)</b>
<b>Totals for Object: 4420 - Equip Non-Capitalized</b>					<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>
<b>Totals for Object: 4480 - Equip Technology Non-Cap</b>					<b>3,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>
01.0-00000.0-00000-74400-5210-2300000	3 09/30/2019	GAX,2000000000710,1.00,1	MILEAGE REIMBURSEMENT	MARY THEUS	0.00	48.60	0.00	0.00	48.60	(48.60)
<b>Totals for Object: 5210 - Mileage</b>					<b>1,000.00</b>	<b>48.60</b>	<b>0.00</b>	<b>0.00</b>	<b>48.60</b>	<b>951.40</b>

Account	Pd	Record Date	Doc ID	Doc/Transaction Description	Vendor Name	Current Operating Budget	Expenditure	Encumbrance	Pre-Encumbrance	Total Obligated Amount	Remaining Balance
01.0-00000.0-00000-74400-5220-2300000	2	08/01/2019	GAE,2000000000087,1.00,1	CF20066 -ACSA Personnel Administrators Academy	CONFERENCES - PSD	0.00	0.00	1,295.00	0.00	1,295.00	(1,295.00)
01.0-00000.0-00000-74400-5220-2300000	2	08/01/2019	GAE,2000000000087,1.00,2	CF20066 -ACSA Personnel Administrators Academy	CONFERENCES - PSD	0.00	0.00	1,208.00	0.00	1,208.00	(1,208.00)
01.0-00000.0-00000-74400-5220-2300000	2	08/01/2019	GAE,2000000000087,1.00,3	CF20066 -ACSA Personnel Administrators Academy	CONFERENCES - PSD	0.00	0.00	588.70	0.00	588.70	(588.70)
01.0-00000.0-00000-74400-5220-2300000	2	08/01/2019	GAE,2000000000087,1.00,4	CF20066 -ACSA Personnel Administrators Academy	CONFERENCES - PSD	0.00	0.00	462.00	0.00	462.00	(462.00)
01.0-00000.0-00000-74400-5220-2300000	2	08/01/2019	GAE,2000000000087,1.00,5	CF20066 -ACSA Personnel Administrators Academy	CONFERENCES - PSD	0.00	0.00	100.00	0.00	100.00	(100.00)
01.0-00000.0-00000-74400-5220-2300000	2	08/09/2019	GAX,2000000000172,1.00,1	CF20066 -ACSA Personnel Administrators Academy	ACSA FOUNDATION FOR EDUC ADMN	0.00	1,295.00	0.00	0.00	1,295.00	(1,295.00)
01.0-00000.0-00000-74400-5220-2300000	2	08/09/2019	GAX,2000000000172,1.00,1	CF20066 -ACSA Personnel Administrators Academy	CONFERENCES - PSD	0.00	0.00	(1,295.00)	0.00	(1,295.00)	1,295.00
01.0-00000.0-00000-74400-5220-2300000	2	08/12/2019	AD,2000000000183,1.00,1		ACSA FOUNDATION FOR EDUC ADMN	0.00	0.00	0.00	0.00	0.00	0.00
01.0-00000.0-00000-74400-5220-2300000	3	09/03/2019	GAX,2000000000428,1.00,1	CF20066 -ACSA Personnel Administrators Academy	CONFERENCES - PSD	0.00	0.00	(169.49)	0.00	(169.49)	169.49
01.0-00000.0-00000-74400-5220-2300000	3	09/03/2019	GAX,2000000000428,1.00,1	CF20066 -ACSA Personnel Administrators Academy	HYATT PLACE ONTARIO/RANCHO CUCOMONGA	0.00	169.49	0.00	0.00	169.49	(169.49)
01.0-00000.0-00000-74400-5220-2300000	3	09/03/2019	GAX,2000000000429,1.00,1	CF20066 -ACSA Personnel Administrators Academy	CONFERENCES - PSD	0.00	0.00	(121.71)	0.00	(121.71)	121.71
01.0-00000.0-00000-74400-5220-2300000	3	09/03/2019	GAX,2000000000429,1.00,1	CF20066 -ACSA Personnel Administrators Academy	HYATT PLACE ONTARIO/RANCHO CUCOMONGA	0.00	121.71	0.00	0.00	121.71	(121.71)
01.0-00000.0-00000-74400-5220-2300000	3	09/03/2019	GAX,2000000000430,1.00,1	CF20066 -ACSA Personnel Administrators Academy	CONFERENCES - PSD	0.00	0.00	(121.71)	0.00	(121.71)	121.71

Account	Pd Record Date	Doc ID	Doc/Transaction Description	Vendor Name	Current Operating Budget	Expenditure	Encumbrance	Pre-Encumbrance	Total Obligated Amount	Remaining Balance
01.0-00000.0-00000-74400-5220-2300000	3 09/03/2019	GAX,200000000430,1.00,1	CF20066 -ACSA Personnel Administrators Academy	HYATT PLACE ONTARIO/RANCHO CUCOMONGA	0.00	121.71	0.00	0.00	121.71	(121.71)
01.0-00000.0-00000-74400-5220-2300000	3 09/03/2019	GAX,200000000431,1.00,1	CF20066 -ACSA Personnel Administrators Academy	CONFERENCES - PSD	0.00	0.00	(121.71)	0.00	(121.71)	121.71
01.0-00000.0-00000-74400-5220-2300000	3 09/03/2019	GAX,200000000431,1.00,1	CF20066 -ACSA Personnel Administrators Academy	HYATT PLACE ONTARIO/RANCHO CUCOMONGA	0.00	121.71	0.00	0.00	121.71	(121.71)
01.0-00000.0-00000-74400-5220-2300000	3 09/03/2019	GAX,200000000432,1.00,1	CF20066 -ACSA Personnel Administrators Academy	CONFERENCES - PSD	0.00	0.00	(121.71)	0.00	(121.71)	121.71
01.0-00000.0-00000-74400-5220-2300000	3 09/03/2019	GAX,200000000432,1.00,1	CF20066 -ACSA Personnel Administrators Academy	HYATT PLACE ONTARIO/RANCHO CUCOMONGA	0.00	121.71	0.00	0.00	121.71	(121.71)
01.0-00000.0-00000-74400-5220-2300000	3 09/03/2019	GAX,200000000433,1.00,1	CF20066 -ACSA Personnel Administrators Academy	CONFERENCES - PSD	0.00	0.00	(121.71)	0.00	(121.71)	121.71
01.0-00000.0-00000-74400-5220-2300000	3 09/03/2019	GAX,200000000433,1.00,1	CF20066 -ACSA Personnel Administrators Academy	HYATT PLACE ONTARIO/RANCHO CUCOMONGA	0.00	121.71	0.00	0.00	121.71	(121.71)
01.0-00000.0-00000-74400-5220-2300000	3 09/03/2019	GAX,200000000434,1.00,1	CF20066 -ACSA Personnel Administrators Academy	CONFERENCES - PSD	0.00	0.00	(121.71)	0.00	(121.71)	121.71
01.0-00000.0-00000-74400-5220-2300000	3 09/03/2019	GAX,200000000434,1.00,1	CF20066 -ACSA Personnel Administrators Academy	HYATT PLACE ONTARIO/RANCHO CUCOMONGA	0.00	121.71	0.00	0.00	121.71	(121.71)
01.0-00000.0-00000-74400-5220-2300000	3 09/04/2019	AD,200000000561,1.00,1		HYATT PLACE ONTARIO/RANCHO CUCOMONGA	0.00	0.00	0.00	0.00	0.00	0.00
01.0-00000.0-00000-74400-5220-2300000	3 09/04/2019	AD,200000000562,1.00,1		HYATT PLACE ONTARIO/RANCHO CUCOMONGA	0.00	0.00	0.00	0.00	0.00	0.00
01.0-00000.0-00000-74400-5220-2300000	3 09/04/2019	AD,200000000563,1.00,1		HYATT PLACE ONTARIO/RANCHO CUCOMONGA	0.00	0.00	0.00	0.00	0.00	0.00
01.0-00000.0-00000-74400-5220-2300000	3 09/04/2019	AD,200000000564,1.00,1		HYATT PLACE ONTARIO/RANCHO CUCOMONGA	0.00	0.00	0.00	0.00	0.00	0.00

Account	Pd Record Date	Doc ID	Doc/Transaction Description	Vendor Name	Current Operating Budget	Expenditure	Encumbrance	Pre-Encumbrance	Total Obligated Amount	Remaining Balance
01.0-00000.0-00000-74400-5220-2300000	3 09/04/2019	AD,2000000000565,1.00,1		HYATT PLACE ONTARIO/RANCHO CUCOMONGA	0.00	0.00	0.00	0.00	0.00	0.00
01.0-00000.0-00000-74400-5220-2300000	3 09/04/2019	AD,2000000000566,1.00,1		HYATT PLACE ONTARIO/RANCHO CUCOMONGA	0.00	0.00	0.00	0.00	0.00	0.00
01.0-00000.0-00000-74400-5220-2300000	3 09/04/2019	AD,2000000000567,1.00,1		HYATT PLACE ONTARIO/RANCHO CUCOMONGA	0.00	0.00	0.00	0.00	0.00	0.00
<b>Totals for Object: 5220 - Travel and Conferences</b>					<b>18,000.00</b>	<b>2,194.75</b>	<b>1,458.95</b>	<b>0.00</b>	<b>3,653.70</b>	<b>14,346.30</b>
01.0-00000.0-00000-74400-5310-2300000	1 07/12/2019	PO2W,2000000000080,1.00,1	CODESP Annual Membership 2019-2020	CODESP	0.00	0.00	2,200.00	0.00	2,200.00	(2,200.00)
01.0-00000.0-00000-74400-5310-2300000	1 07/12/2019	PO2W,2000000000082,1.00,1	PCASC Annual Membership 2019-2020	PCASC	0.00	0.00	100.00	0.00	100.00	(100.00)
01.0-00000.0-00000-74400-5310-2300000	1 07/12/2019	PO2W,2000000000138,1.00,1	CSPCA Annual Membership 2019-2020	CSPCA	0.00	0.00	1,200.00	0.00	1,200.00	(1,200.00)
<b>Totals for Object: 5310 - Dues and Memberships</b>					<b>3,600.00</b>	<b>3,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,500.00</b>	<b>100.00</b>
01.0-00000.0-00000-74400-5712-2300000	5 11/04/2019	JVER,2000000000079,1.00,6			0.00	101.50	0.00	0.00	101.50	(101.50)
<b>Totals for Object: 5712 - Direct Costs-Printing</b>					<b>750.00</b>	<b>101.50</b>	<b>0.00</b>	<b>0.00</b>	<b>101.50</b>	<b>648.50</b>
01.0-00000.0-00000-74400-5719-2300000	4 10/28/2019	JVER,2000000000062,1.00,30	POSTAGE CHARGEBACKS AUGUST 2019		0.00	32.00	0.00	0.00	32.00	(32.00)
01.0-00000.0-00000-74400-5719-2300000	4 10/29/2019	JVER,2000000000063,1.00,30	POSTAGE CHARGEBACKS SEPTEMBER 2019		0.00	9.00	0.00	0.00	9.00	(9.00)
01.0-00000.0-00000-74400-5719-2300000	5 11/04/2019	JVER,2000000000053,1.00,27	POSTAGE CHARGEBACKS JULY 2019		0.00	23.45	0.00	0.00	23.45	(23.45)
<b>Totals for Object: 5719 - Direct Costs for Transfer Serv</b>					<b>600.00</b>	<b>64.45</b>	<b>0.00</b>	<b>0.00</b>	<b>64.45</b>	<b>535.55</b>

Account	Pd	Record Date	Doc ID	Doc/Transaction Description	Vendor Name	Current Operating Budget	Expenditure	Encumbrance	Pre-Encumbrance	Total Obligated Amount	Remaining Balance
01.0-00000.0-00000-74400-5810-2300000	6	12/17/2019	PO2W,2000000002341,1.00,1	Advertising	CASBO	0.00	0.00	150.00	0.00	150.00	(150.00)
01.0-00000.0-00000-74400-5810-2300000	6	12/17/2019	PO2W,2000000002341,1.00,1	Advertising		0.00	0.00	0.00	(150.00)	(150.00)	150.00
01.0-00000.0-00000-74400-5810-2300000	6	12/17/2019	XREQ,2000000004353,1.00,1	Advertising		0.00	0.00	0.00	150.00	150.00	(150.00)
01.0-00000.0-00000-74400-5810-2300000	6	12/18/2019	PO2W,2000000002341,2.00,1	Advertising	CASBO	0.00	0.00	(150.00)	0.00	(150.00)	150.00
01.0-00000.0-00000-74400-5810-2300000	6	12/18/2019	PO2W,2000000002341,2.00,1	Advertising		0.00	0.00	0.00	150.00	150.00	(150.00)
01.0-00000.0-00000-74400-5810-2300000	6	12/19/2019	PO2W,2000000002360,1.00,1	Advertising	BOXWOOD TECHNOLOGY INC	0.00	0.00	150.00	0.00	150.00	(150.00)
01.0-00000.0-00000-74400-5810-2300000	6	12/19/2019	PO2W,2000000002360,1.00,1	Advertising		0.00	0.00	0.00	(150.00)	(150.00)	150.00
<b>Totals for Object: 5810 - Advertising-Legal</b>						<b>4,800.00</b>	<b>0.00</b>	<b>150.00</b>	<b>0.00</b>	<b>150.00</b>	<b>4,650.00</b>
01.0-00000.0-00000-74400-5822-2300000	1	07/12/2019	PO2W,200000000139,1.00,1	Agreement for Legal Services	FAGEN FRIEDMAN & FULFROST LLP	0.00	0.00	40,000.00	0.00	40,000.00	(40,000.00)
01.0-00000.0-00000-74400-5822-2300000	1	07/12/2019	PO2W,200000000139,1.00,1	Agreement for Legal Services		0.00	0.00	0.00	(40,000.00)	(40,000.00)	40,000.00
01.0-00000.0-00000-74400-5822-2300000	6	12/06/2019	PRM,2000000003624,1.00,1		FAGEN FRIEDMAN & FULFROST LLP	0.00	2,012.50	(2,012.50)	0.00	0.00	0.00
<b>Totals for Object: 5822 - Legal Expenses</b>						<b>40,000.00</b>	<b>2,012.50</b>	<b>37,987.50</b>	<b>0.00</b>	<b>40,000.00</b>	<b>0.00</b>
01.0-00000.0-00000-74400-5828-2300000	1	07/03/2019	XREQ,2000000000618,1.00,1	Biddle Software License - OPAC		0.00	0.00	0.00	2,761.00	2,761.00	(2,761.00)
01.0-00000.0-00000-74400-5828-2300000	1	07/03/2019	XREQ,2000000000619,1.00,1	Onboard Software License renewal		0.00	0.00	0.00	9,475.60	9,475.60	(9,475.60)
01.0-00000.0-00000-74400-5828-2300000	1	07/12/2019	PO2W,2000000000084,1.00,1	Onboard Software License renewal	NEOGOV	0.00	0.00	9,475.60	0.00	9,475.60	(9,475.60)
01.0-00000.0-00000-74400-5828-2300000	1	07/12/2019	PO2W,2000000000084,1.00,1	Onboard Software License renewal		0.00	0.00	0.00	(9,475.60)	(9,475.60)	9,475.60
01.0-00000.0-00000-74400-5828-2300000	1	07/12/2019	PO2W,2000000000136,1.00,1	Biddle Software License - OPAC	NEOGOV	0.00	0.00	2,761.00	0.00	2,761.00	(2,761.00)
01.0-00000.0-00000-74400-5828-2300000	1	07/12/2019	PO2W,2000000000136,1.00,1	Biddle Software License - OPAC		0.00	0.00	0.00	(2,761.00)	(2,761.00)	2,761.00
01.0-00000.0-00000-74400-5828-2300000	1	07/22/2019	PRM,2000000000009,1.00,1		NEOGOV	0.00	12,236.60	(12,236.60)	0.00	0.00	0.00

Account	Pd Record Date	Doc ID	Doc/Transaction Description	Vendor Name	Current Operating Budget	Expenditure	Encumbrance	Pre-Encumbrance	Total Obligated Amount	Remaining Balance
01.0-00000.0-00000-74400-5828-2300000	1 07/23/2019	AD,200000000016,1.00,1		NEOGOV	0.00	0.00	0.00	0.00	0.00	0.00
01.0-00000.0-00000-74400-5828-2300000	1 07/23/2019	AD,200000000016,1.00,2		NEOGOV	0.00	0.00	0.00	0.00	0.00	0.00
01.0-00000.0-00000-74400-5828-2300000	2 08/09/2019	PO2W,2000000000691,1.00,2	Annual User License, online Effective 8/1/2019-7/31/2020	NEOGOV	0.00	0.00	13,566.26	0.00	13,566.26	(13,566.26)
01.0-00000.0-00000-74400-5828-2300000	2 08/09/2019	PO2W,2000000000691,1.00,2	Annual User License, online Effective 8/1/2019-7/31/2020		0.00	0.00	0.00	(13,566.26)	(13,566.26)	13,566.26
01.0-00000.0-00000-74400-5828-2300000	2 08/09/2019	XREQ,200000001642,1.00,2	Annual User License, online Effective 8/1/2019-7/31/2020		0.00	0.00	0.00	13,566.26	13,566.26	(13,566.26)
01.0-00000.0-00000-74400-5828-2300000	2 08/15/2019	PRM,2000000000348,1.00,2		NEOGOV	0.00	13,565.99	(13,565.99)	0.00	0.00	0.00
01.0-00000.0-00000-74400-5828-2300000	2 08/16/2019	AD,2000000000266,1.00,2		NEOGOV	0.00	0.00	0.00	0.00	0.00	0.00
<b>Totals for Object: 5828 - Technical Support</b>					<b>28,000.00</b>	<b>0.00</b>	<b>0.27</b>	<b>0.00</b>	<b>25,802.86</b>	<b>2,197.14</b>
<b>Totals for Object: 5830 - Consultants</b>					<b>2,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,000.00</b>
<b>Totals for Object: 5890 - Other Operating Services</b>					<b>800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>800.00</b>
<b>Expenditure Totals for Fund/Sub-Fund: 01.0 - General Fund/County School Service Fund</b>					<b>750,000.00</b>	<b>269,759.21</b>	<b>41,954.82</b>	<b>0.00</b>	<b>311,714.03</b>	<b>438,285.97</b>