



Personnel Commission
AGENDA OF REGULAR MEETING
Wednesday, February 13, 2019 - 5:30 P.M.
Site 18, Room 125
37230 37th Street East, Palmdale, CA 93550

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

I. PRELIMINARY BUSINESS

A. Approval of Meeting Minutes – January 23, 2019

ACTION
44-18/19

II. PUBLIC COMMENTS

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

III. SALARY / INTERNAL EQUITY STUDY

Examine internal equity of proposed salaries for the classified service represented by CSEA.

IV. CONSENT AGENDA

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

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

ACTION
45-18/19

V. UNFINISHED BUSINESS

None

VI. NEW BUSINESS

None

VII. INFORMATION/REPORTS

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

VIII. 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. Public Employee: Discipline/Dismissal/Release

IX. RECONVENE TO OPEN SESSION

X. 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: Discipline/Dismissal/Release

XI. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: February 27, 2019 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 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 January 23, 2019 Regular Meeting

| | |
|--|--|
| CALL TO ORDER | Chairperson Don Wilson called the meeting to order at 5:30 P.M., followed by the Pledge of Allegiance led by Deneese Thompson. |
| MEMBERS PRESENT | Mr. Don Wilson, Chairperson Mrs. Deneese Thompson, Vice Chairperson Mrs. Kathleen Duren, Commissioner A quorum was present |
| STAFF PRESENT | Ms. Mary Theus, Interim Director, Personnel Commission |
| PRELIMINARY BUSINESS | Mrs. Duren moved to approve the minutes of the January 9, 2019 meeting, with Mrs. Thompson providing a second, and discussion was called for. Hearing none, Mr. Wilson called for the vote, and the motion passed unanimously. |
| PUBLIC COMMENTS CONCERNING AGENDA ITEMS | Daniel Stevenson, Maintenance Worker II, addressed the Commission to request reconsideration of his request for advancement to the Maintenance Worker II-Certified classification. He summarized his experience and education, and provided additional documents for review. |
| PUBLIC COMMENTS CONCERNING NON-AGENDA ITEMS | Mr. Erwin Bryant, Chief Union Steward for CSEA Chapter 296, thanked the Commission for their work in support of classified employees. He reported his intent to be present at each meeting, and is looking forward to a closer relationship with Commission. |
| SALARY/INTERNAL EQUITY STUDY | Human Resources requested the Commission to examine the internal equity for proposed salary ranges identified on recommended revision to the Schematic List of Classes for the classified service. Discussion ensued regarding range increases recently proposed for three classifications in the accounting, secretarial, and technical job families. The Personnel Commission expressed concern that implementation of the increases recommended to the Board in March 2018 remain pending. Mrs. Duren commented on several subjects, such as the Education Code requirement specific to the gradual accretion of duties, equitable movement among salary ranges, and justification for proposed increases. The Commission decided to table the salary/internal equity study to the next meeting in January. Ms. Theus was advised to invite a representative from Human Resources to attend the meeting to explain their rationale for the proposals, and respond to inquiries from the Commission. |
| CONSENT AGENDA | Mrs. Duren moved to approve the Consent Agenda as presented, with Mrs. Thompson providing a second. Mr. Wilson called for the vote, and the motion passed unanimously. |

NEW BUSINESS

Approval of Eligibility List with Less Than Three Ranks:

Occupational Therapist

Mrs. Duren moved to approve the eligibility list containing one eligible for Occupational Therapist, with Mr. Wilson providing a second, and discussion was called for. Hearing none, Mr. Wilson called for the vote, and the motion passed unanimously.

Approval of Job Description: Substitute Noon Duty/Campus Assistant

Mrs. Duren moved to approve the job description for Substitute Noon Duty/Campus Assistant, with Mrs. Thompson providing a second, and discussion was called for. Hearing none, Mr. Wilson called for the vote, and the motion passed unanimously.

Approval of New Classification: Benefits Analyst

Mrs. Thompson moved to approve the new classification and salary placement for Benefits Analyst, with Mrs. Duren providing a second, and discussion was called for. After confirming the classification as a leadership position to administer all aspects of the employee benefits programs with supervisory responsibilities, Mr. Wilson called for the vote. The motion passed unanimously.

Approval of New Classification: Systems Administrator

Mrs. Duren moved to approve the new classification and salary placement for Systems Administrator, with Mrs. Thompson providing a second, and discussion was called for. Hearing none, Mr. Wilson called for the vote, and the motion passed unanimously.

Approval of ADA Compliant Job Analysis: Substitute Noon Duty/Campus Assistant

Mrs. Duren moved to approve the ADA Compliant Job Analysis for Substitute Noon Duty/Campus Assistant, with Mrs. Thompson providing a second, and discussion was called for. When Ms. Theus verified the ADA was identical to Noon Duty/Campus Assistant, Mr. Wilson called for the vote, and the motion passed unanimously.

Approval of Revision to ADA Compliant Job Analysis:

Noon Duty/Campus Assistant

Mrs. Duren moved to approve the revision to the ADA Compliant Job Analysis for Noon Duty/Campus Assistant, with Mrs. Thompson providing a second, and discussion was called for. Hearing none, Mr. Wilson called for the vote, and the motion passed unanimously.

Approval of ADA Compliant Job Analysis: Benefits Analyst and Systems Administrator

Mrs. Duren moved to approve the ADA Compliant Job Analysis for Benefits Analyst and Systems Administrator, with Mrs. Thompson providing a second, and discussion was called for. Hearing none, Mr. Wilson called for the vote, and the motion passed unanimously.

INFORMATION / REPORTS

Maintenance Worker II-Certified, License/Certificate Requirement

In response to employee and Commission inquiries, Ms. Theus reported the findings of her research on the establishment of the license/certification requirements for the Maintenance Worker II-Certified classification. The classification was revised and approved in 1997 to require advancement upon "possession of a valid California State Contractor's license in a related specialized trade; OR possession of a County/State or Federal certificate in a related specialized trade, combined with 24 college units." Other revisions to the job description were not discovered.

Over the years, interpretation of this language was perhaps miscommunicated to require possession of both a contractor's license and the college units because of transposed punctuation and/or rephrasing of the requirements. However, in accordance with her findings, Ms. Theus conveyed that appropriate corrective action was taken to apply the accurate and approved requirements to an employee possessing a contractor's license and recently denied advancement to certified status. The job description currently available for employee and public view will be appropriately amended to clearly define the license/certification requirements as specified after notifying CSEA of the discrepancy. The Commission thanked Ms. Theus for the report and research to clarify the requirements, and the corrective action for the affected employee.

Classified Update

Ms. Theus distributed the Classified Update, and there were no comments.

Interim Director, Personnel Commission

Ms. Theus reminded the Commission of the CSPCA Conference in Anaheim starting February 7, 2019, and confirmed the registrations and hotel accommodations have been secured and verified.

Comments from Commissioners

Mrs. Duren communicated her travel and attendance with Mr. Wilson to the CSPCA Merit System Academy at Poway Unified School District in San Diego on January 12, 2019. She shared that the classes were intense, but very valuable, and that she is looking forward to the additional sessions.

Mr. Wilson reiterated Mrs. Duren's comments on the Merit Academy, and shared his learning on the history of the Merit System.

RECESS TO CLOSED SESSION

Recessed to closed session at 6:16 P.M.

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code Section 54957
 - 1. Public Employee Discipline/Dismissal/Release

RECONVENE TO OPEN SESSION

Reconvened to open session at 6:39 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. Public Employee Discipline/Dismissal/Release

With no action taken, there is no report.

NEXT MEETING

The next regular meeting of the Personnel Commission is scheduled for
February 13, 2018 at 5:30 P.M. in Room 125 at Site 18.

ADJOURNMENT

On a motion made by Mrs. Thompson, the meeting was adjourned at
6:40 P.M.

Respectfully submitted,



Mary Theus
Interim Director, Personnel Commission

APPROVED:

Don Wilson, Chairperson

Deneese Thompson, Vice Chairperson

Kathleen Duren, Commissioner

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE February 13, 2019 _____ REPORT
TO: Personnel Commission X ACTION
FROM: Mary Theus
Interim Director, Personnel Commission
RE: RATIFICATION OF ELIGIBILITY LIST(S)

STATUS

The testing procedure for establishment of an eligibility list for the classifications on the attached "Classified Recruitment Summary Report" have been completed and the list(s) established as presented.

RECOMMENDATION

It is recommended that the eligibility list(s) for the attached classification(s) be ratified.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
February 13, 2019**

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 | 09/26/18 | Continuous | 1/24, 1/9 | 01/30/19 | 53 | 2 | 2 | NA | 2 | 2 | 01/31/19 | 01/30/20 | *Yes | 4 |
| ECE Teacher Assistant | 09/12/18 | Continuous | 1/24, 1/9 | 01/30/19 | 121 | 1 | 1 | NA | 1 | 1 | 01/31/19 | 01/30/20 | *Yes | 5 |

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

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



Mary Theus
Interim Director, Personnel Commission

2/5/19

Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE February 13, 2019 _____ REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Interim Director, Personnel Commission

RE: EXTENSION OF ELIGIBILITY LIST(S)

STATUS

The eligibility list(s) for the following classifications still contain(s) a sufficient number of qualified ranks.

| Job Classification | Effective Date | Expiration Date | Date Extended |
|---|----------------|-----------------|---------------|
| Assistant Director Maintenance & Operations | 02/21/18 | 02/20/19 | 08/20/19 |
| Translator | 02/21/18 | 02/20/19 | 08/20/19 |

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 February 13, 2019 _____ REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Interim Director, Personnel Commission

RE: NULLIFICATION OF ELIGIBILITY LIST(S)

STATUS

The eligibility list(s) for the following classifications have expired or have insufficient ranks remaining.

| Job Classification | Effective Date | Expiration Date |
|---------------------------------|----------------|-----------------|
| Bilingual ECE Teacher Assistant | 10/29/18 | 10/28/19 |
| ECE Teacher Assistant | 10/29/18 | 10/28/19 |
| | | |

RECOMMENDATION

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

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE February 13, 2019 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Interim Director, Personnel Commission

RE: RATIFICATION OF TRANSFER(S)

STATUS

As provided for in the Personnel Commission Rules and Regulations Section 4, Item 6.18B and in the collective bargaining agreement Article 7.1, the Personnel Commission shall ratify transfers.

RECOMMENDATION

It is recommended that the Personnel Commission ratify the transfer(s) included as "Change of Status" from the Board Agenda.

TRANSFERS AND REASSIGNMENTS

| | <u>Employee Name</u> | <u>Effective Date</u> | <u>Classification(s)</u> | <u>Comments</u> |
|----|--------------------------|-----------------------|---|--|
| a. | Adams, Deloris | 01/14/19 | Child Nutrition Assistnt I, 3.0 hrs/182 days, from (GP) to (CH) | Replacement for Haseena Allen; Reassignment; Elimination of position |
| b. | Anderson, Monica | 01/14/19 | Special Education Instructional Assistant I from (SAGE) 5.75 hrs/182 days to (YU) 6.5 hrs/182 days | Replacement for Afraicela Saenz; Increase in hours by seniority |
| c. | Biggert, Meghan | 01/22/19 | Special Education Instructional Assistant I from (SAGE) 5.75 hrs/182 days to (SH) 6.5 hrs/182 days | Growth; Increase in hours by seniority |
| d. | Marquez, George | 12/10/18 | Technology Support Liaison, 8.0 hrs/10 mo., from (DO) to (SH) | |
| e. | Parada Orozco, Alejandra | 12/24/18 | Noon Duty/Campus Assistant, 3.5 hrs/182 days, from (TW) to (CA) | |
| f. | Rodas, Nancy Mayari | 12/11/18 | Social Emotional Learning Specialist, 8.0 hrs/208 days, from (DO) to (SH) | |
| g. | Rubalcaba, Patricia | 01/14/19 | Social Emotional Learning Specialist, 8.0 hrs/208 days, from (SAGE) to (DO) | |
| h. | Shellooe, Rebecca | 01/14/19 | Special Education Instructional Assistant I, 5.75 hrs/182 days, from (SH) to (CM) | Growth; Reassignment; Elimination of position |
| i. | Talavera, Rosa | 01/01/19 | From Instructional Assistant I, 5.75 hrs/182 days, to Instructional Assistant II, 5.75 hrs/182 days | Completion of coursework |

Palmdale School District

Personnel Commission 230

From Date: 1/1/2019

To Date: 1/31/2019

Fiscal Year: 2018-2019

| Account Number | Description | GL Budget | Range To Date | YTD | Balance | Encumbrance | Budget Bal | %Bud |
|--|---------------------|------------|---------------|------------|------------|-------------|------------|---------|
| 01.0.00000.0.00000.74400.4320. 23000000 | Supplies | \$8,800.00 | \$0.00 | \$2,301.44 | \$6,498.56 | \$673.45 | \$5,825.11 | 66.19% |
| 01.0.00000.0.00000.74400.4380. 23000000 | Supplies-Technology | \$1,950.00 | \$0.00 | \$0.00 | \$1,950.00 | \$555.71 | \$1,394.29 | 71.50% |
| 01.0.00000.0.00000.74400.4420. 23000000 | Non Cap Asset | \$1,000.00 | \$0.00 | \$0.00 | \$1,000.00 | \$0.00 | \$1,000.00 | 100.00% |

Palmdale School District

Personnel Commission 230

From Date: 1/1/2019

To Date: 1/31/2019

Fiscal Year: 2018-2019

| Account Number | Description | GL Budget | Range To Date | YTD | Balance | Encumbrance | Budget Bal | %Bud |
|--|--------------------------|-------------|---------------|------------|-------------|-------------|------------|--------|
| 01.0.00000.0.00000.74400.4480. 23000000 | Non Cap Asset Technology | \$17,671.00 | \$0.00 | \$0.00 | \$17,671.00 | \$15,299.34 | \$2,371.66 | 13.42% |
| 01.0.00000.0.00000.74400.5210. 23000000 | Mileage | \$2,000.00 | \$0.00 | \$257.62 | \$1,742.38 | \$0.00 | \$1,742.38 | 87.12% |
| 01.0.00000.0.00000.74400.5220. 23000000 | Conferences/Mileage | \$13,451.00 | \$959.36 | \$7,636.72 | \$5,814.28 | \$5,058.68 | \$755.60 | 5.62% |

| Transaction Detail (Standard) | | | | | | | | |
|-------------------------------|--------------------|----------------|-------------|-------------|------------------|----------|--|--|
| Reference Number | Requisition Number | PO/Ship Number | Description | Name | Journal | Amount | | |
| CF19142MI | 19161 | 19163 | AP POSTING | CONFERENCES | Accounts Payable | \$169.36 | | |
| CF19281RG | 19260 | 19260 | AP POSTING | CONFERENCES | Accounts Payable | \$790.00 | | |
| Detail Total: | | | | | | \$959.36 | | |

| | | | | | | | | |
|--|-----------------------|------------|----------|------------|------------|--------|------------|--------|
| 01.0.00000.0.00000.74400.5310. 23000000 | District Membership | \$3,350.00 | \$0.00 | \$3,350.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 01.0.00000.0.00000.74400.5712. 23000000 | Direct Costs-Printing | \$2,000.00 | \$178.00 | \$416.00 | \$1,584.00 | \$0.00 | \$1,584.00 | 79.20% |

| Transaction Detail (Standard) | | | | | | | | |
|-------------------------------|--------------------|----------------|--|---------|-----------|----------|--|--|
| Reference Number | Requisition Number | PO/Ship Number | Description | Name | Journal | Amount | | |
| 2984 | 0 | 0 | JE190268 REPROGRAPHICS CHARGEBACKS SEPT 2018 | amodlin | Adjusting | \$30.00 | | |
| 2986 | 0 | 0 | JE190269 REPROGRAPHICS OCT 2018 | amodlin | Adjusting | \$33.00 | | |
| 3206 | 0 | 0 | JE190315 REPROGRAPHICS CHARGEBACKS NOVEMBER 2018 | amodlin | Adjusting | \$115.00 | | |
| Detail Total: | | | | | | \$178.00 | | |

| | | | | | | | | |
|--|-------------------------------|------------|---------|----------|------------|--------|------------|--------|
| 01.0.00000.0.00000.74400.5719. 23000000 | Direct Costs-Mailing Services | \$1,500.00 | \$89.56 | \$268.88 | \$1,231.12 | \$0.00 | \$1,231.12 | 82.07% |
|--|-------------------------------|------------|---------|----------|------------|--------|------------|--------|

| Transaction Detail (Standard) | | | | | | | | |
|-------------------------------|--------------------|----------------|--|---------|-----------|---------|--|--|
| Reference Number | Requisition Number | PO/Ship Number | Description | Name | Journal | Amount | | |
| 3078 | 0 | 0 | JE190284 POSTAGE CHARGEBACKS NOVEMBER 2018 | amodlin | Adjusting | \$54.92 | | |
| 3079 | 0 | 0 | JE190285 POSTAGE CHARGEBACKS DECEMBER 2018 | amodlin | Adjusting | \$34.64 | | |
| Detail Total: | | | | | | \$89.56 | | |

| | | | | | | | | |
|--|---------------------|------------|----------|------------|------------|----------|------------|--------|
| 01.0.00000.0.00000.74400.5810. 23000000 | Advertising - Legal | \$9,940.00 | \$350.00 | \$2,001.43 | \$7,938.57 | \$339.59 | \$7,598.98 | 76.45% |
|--|---------------------|------------|----------|------------|------------|----------|------------|--------|

| Transaction Detail (Standard) | | | | | | | | |
|-------------------------------|--------------------|----------------|-------------|------------------------|------------------|----------|--|--|
| Reference Number | Requisition Number | PO/Ship Number | Description | Name | Journal | Amount | | |
| 3318052 | 94027 | 193892 | AP POSTING | BOXWOOD TECHNOLOGY INC | Accounts Payable | \$150.00 | | |
| 3318709 | 94038 | 193893 | AP POSTING | BOXWOOD TECHNOLOGY INC | Accounts Payable | \$200.00 | | |
| Detail Total: | | | | | | \$350.00 | | |

| | | | | | | | | |
|--|----------------|--------------|------------|-------------|--------------|-------------|-------------|--------|
| 01.0.00000.0.00000.74400.5822. 23000000 | Legal Expenses | \$152,559.00 | \$9,928.15 | \$17,966.75 | \$134,592.25 | \$47,033.25 | \$87,559.00 | 57.39% |
|--|----------------|--------------|------------|-------------|--------------|-------------|-------------|--------|

Palmdale School District

Personnel Commission 230

From Date: 1/1/2019

To Date: 1/31/2019

Fiscal Year: 2018-2019

| Account Number | Description | GL Budget | Range To Date | YTD | Balance | Encumbrance | Budget Bal | %Bud |
|--|---------------------------|-----------------------|--------------------|---------------------------|------------------|---------------|--------------|---------|
| Transaction Detail (Standard) | | | | | | | | |
| <u>Reference Number</u> | <u>Requisition Number</u> | <u>PO/Ship Number</u> | <u>Description</u> | <u>Name</u> | <u>Journal</u> | <u>Amount</u> | | |
| 612511 | 91247 | 191250 | AP POSTING | FAGEN FRIEDMAN & FULFROST | Accounts Payable | \$529.00 | | |
| 612512 | 91247 | 191250 | AP POSTING | FAGEN FRIEDMAN & FULFROST | Accounts Payable | \$496.00 | | |
| 612513 | 91247 | 191250 | AP POSTING | FAGEN FRIEDMAN & FULFROST | Accounts Payable | \$372.00 | | |
| PD118 | 91504 | 191576 | AP POSTING | MILLER, DAVID G. | Accounts Payable | \$8,531.15 | | |
| Detail Total: | | | | | | \$9,928.15 | | |
| 01.0.00000.0.00000.74400.5828. 23000000 | Software Support | \$24,530.00 | \$0.00 | \$24,295.20 | \$234.80 | \$0.00 | \$234.80 | 0.96% |
| 01.0.00000.0.00000.74400.5830. 23000000 | Consultants | \$6,000.00 | \$0.00 | \$0.00 | \$6,000.00 | \$0.00 | \$6,000.00 | 100.00% |
| 01.0.00000.0.00000.74400.5890. 23000000 | Other Operation Services | \$800.00 | \$0.00 | \$0.00 | \$800.00 | \$600.00 | \$200.00 | 25.00% |
| 01.0.00000.0.00000.74400.5899. 23000000 | Suspense | \$11,445.00 | \$0.00 | \$0.00 | \$11,445.00 | \$0.00 | \$11,445.00 | 100.00% |
| Function: Personnel Commission - 74400 | | \$753,401.00 | \$51,195.83 | \$292,451.93 | \$460,949.07 | \$69,560.02 | \$391,389.05 | 51.95 % |
| 01.0.00000.0.00000.82000.2230. 23000000 | Custodian | \$11,658.00 | \$971.46 | \$5,828.76 | \$5,829.24 | \$0.00 | \$5,829.24 | 50.00% |
| Transaction Detail (Standard) | | | | | | | | |
| <u>Reference Number</u> | <u>Requisition Number</u> | <u>PO/Ship Number</u> | <u>Description</u> | <u>Name</u> | <u>Journal</u> | <u>Amount</u> | | |
| 3452 | 0 | 0 | ZHRSE4L001 | divanholtan | Adjusting | \$971.46 | | |
| Detail Total: | | | | | | \$971.46 | | |
| 01.0.00000.0.00000.82000.2231. 23000000 | Custodian-extra duty | \$373.00 | \$0.00 | \$0.00 | \$373.00 | \$0.00 | \$373.00 | 100.00% |
| 01.0.00000.0.00000.82000.4320. 23000000 | Supplies | \$1,930.00 | \$0.00 | \$0.00 | \$1,930.00 | \$0.00 | \$1,930.00 | 100.00% |
| 01.0.00000.0.00000.82000.4393. 23000000 | Water, Bottled | \$200.00 | \$23.52 | \$86.24 | \$113.76 | \$113.76 | \$0.00 | 0.00% |

Palmdale School District

Personnel Commission 230

From Date: 1/1/2019

To Date: 1/31/2019

Fiscal Year: 2018-2019

| Account Number | Description | GL Budget | Range To Date | YTD | Balance | Encumbrance | Budget Bal | %Bud |
|--------------------------------------|---------------------------|-----------------------|--------------------|--------------|------------------|---------------|--------------|---------|
| Transaction Detail (Standard) | | | | | | | | |
| <u>Reference Number</u> | <u>Requisition Number</u> | <u>PO/Ship Number</u> | <u>Description</u> | <u>Name</u> | <u>Journal</u> | <u>Amount</u> | | |
| 4449953010119 | 91183 | 191773 | AP POSTING | SPARKLETTS | Accounts Payable | \$23.52 | | |
| | | | | | | Detail Total: | \$23.52 | |
| Function: Operations - 82000 | | | | | | | | |
| | | \$22,599.00 | \$1,762.20 | \$10,082.51 | \$12,516.49 | \$113.76 | \$12,402.73 | 54.88 % |
| Grand Total: | | \$776,000.00 | \$52,958.03 | \$302,534.44 | \$473,465.56 | \$69,673.78 | \$403,791.78 | 52.04% |

End of Report