



Personnel Commission  
**AGENDA OF REGULAR MEETING**  
Wednesday, March 13, 2019 - 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: Mr. Don Wilson, Chairperson  
Mrs. Deneese Thompson, Vice Chairperson  
Mrs. Kathleen Duren, Commissioner  
Ms. Mary Theus, Interim Director, Personnel Commission

**I. PRELIMINARY BUSINESS**

**ACTION**

- A. Approval of Amended Meeting Minutes – February 13, 2019 50-18/19
- B. Approval of Meeting Minutes – February 27, 2019 51-18/19

**II. PUBLIC COMMENTS**

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

**III. 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 52-18/19
  - 1. Ratification of Eligibility Lists
  - 2. Extension of Eligibility Lists
  - 3. Nullification of Eligibility Lists
  - 4. Ratification of Transfers

**IV. UNFINISHED BUSINESS**

**ACTION**

- A. Approval of Initial Placement: Assistant Director, Maintenance & Operations 48-18/19

**V. INFORMATION/REPORTS**

- A. Expenses Review – February, 2019
- B. Classified Update
- C. Interim Director, Personnel Commission
- D. Comments from Commissioners

**VI. 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

**VII. RECONVENE TO OPEN SESSION**

**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: Discipline/Dismissal/Release

**IX. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: March 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 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 February 13, 2019 Scheduled Meeting**

<b>CALL TO ORDER</b>	Chairperson Don Wilson called the meeting to order at 5:30 p.m., followed by the Pledge of Allegiance led by Mrs. Thompson.
<b>MEMBERS PRESENT</b>	Mr. Don Wilson, Chairperson Mrs. Deneese Thompson, Vice Chairperson Mrs. Kathleen, Commissioner  A quorum was present.
<b>STAFF PRESENT</b>	Ms. Mary Theus, Interim Director, Personnel Commission Mrs. Susan McCormick, Administrative Secretary
<b>PRELIMINARY BUSINESS</b>	Mrs. Thompson moved to approve the minutes of the January 23, 2019 meeting, with Mrs. Duren providing a second, and discussion was called for. Hearing none, Mr. Wilson called for the vote and the motion passed unanimously.
<b>PUBLIC COMMENTS CONCERNING AGENDA ITEMS</b>	None
<b>PUBLIC COMMENTS CONCERNING NON-AGENDA ITEMS</b>	<p>Gilbert Borquez, Maintenance Worker II and member of the CSEA negotiating team, addressed the Commission regarding the Maintenance Worker II-Certified classification. He thanked Ms. Theus for her clarification of the requirements, specifically the “or” between California state Contractor’s License – OR – County, State, or Federal certificate... plus college units. He stressed the need for a clear path to advancement, which is important to the workers for morale and future retirement. Mr. Borquez also asked for further clarification concerning the requirement for college credits, suggesting the possibility of a standardized list of courses that are considered relatable to the certified classification.</p> <p>Erwin Bryant, Maintenance Worker II and CSEA Executive Board member, spoke regarding his attendance at the recent 2019 CSPCA Annual Conference. Mr. Bryant indicated that there was a lot of information to absorb, but he could see that the Personnel Commission is on task. He thanked the Commission for the opportunity to attend the Conference.</p> <p>Carmen Calvillo, Bilingual School Secretary and member of the CSEA negotiating team, thanked the Commission for their work on the internal equity study. Ms. Calvillo also suggested the need for updating job descriptions and asked for inclusion of the negotiating team members in such studies.</p>

Claudia Mejuto, Executive Assistant-Non Confidential, reiterated Ms. Calvillo's statements concerning the internal equity study, noting that without this equity, the gap between equitable pay for the Confidential and Non Confidential classifications widens with each negotiated pay increase. She also indicated that she is always available for any questions the Commissioners have.

**SALARY/INTERNAL EQUITY STUDY**

Mrs. Duren moved to table the Study to a later meeting, with Mrs. Thompson providing a second. Motion was approved unanimously. The study will commence when a Human Resources representative is able to attend.

**CONSENT AGENDA**

Mrs. Duren moved to separate item 1: Ratification of Eligibility Lists from the Consent Agenda, with Mrs. Thompson providing a second. Mrs. Thompson then moved to approve the Consent Agenda, Items 2-4, with Mrs. Duren providing a second, and the motion was approved unanimously. Mrs. Duren moved to approve the Ratification of Eligibility Lists, with Mrs. Thompson providing a second, and discussion was called for. In response to a question from Mrs. Duren, Ms. Theus explained how there can be a greater number of ranks than there are eligibles on the list. With no further discussion, Mr. Wilson called for the vote and the motion passed unanimously.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

**INFORMATION / REPORTS**

**Expenses Review: January, 2019**

The Commissioners reviewed the expenditures for the month of January.

**Classified Update**

Ms. Theus distributed the Classified Update noting that recruitment will increase due to the expiration of eligibility lists.

**Interim Director, Personnel Commission**

Ms. Theus shared that she had enjoyed the recent CSPCA Annual Conference and was happy to see an increase in attendance by CSEA members.

**Comments from Commissioners**

Mrs. Duren expressed her pleasure with the attendance of three of the District's CSEA members at the CSPCA Annual Conference. She also shared that there was a lot of important information concerning new education legislation.

Mrs. Thompson noted that the more time the Commission and members of CSEA can spend together without the day-to-day work issues is always positive. She appreciated the opportunity for CSEA to see how the Commissioners learn about their jobs.

Mr. Wilson echoed the sentiments of Mrs. Duren and Mrs. Thompson regarding the Conference, and added that he found the closing presentation to be especially valuable.

**RECESS TO CLOSED SESSION**

Recess to closed session at 6:12 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 6:37 P.M.

**REPORT OUT OF CLOSED SESSION**

With no action taken, there is no report.

**NEXT MEETING**

The next regular meeting of the Personnel Commission is scheduled for February 27, 2019 at 5:30 P.M. in Room 125 at Site 18.

**ADJOURNMENT**

On a motion made by Mrs. Duren, the meeting was adjourned at 6:45 P.M.

Respectfully submitted,



Mary Theus  
Interim Director, Personnel Commission

**APPROVED:**

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Don Wilson, Chairperson

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Deneese Thompson, Vice Chairperson

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Kathleen Duren, Commissioner

Personnel Commission Meeting  
of the  
Palmdale School District

**Minutes of February 27, 2019 Scheduled 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 Mrs. Thompson.

**MEMBERS PRESENT**

Mr. Don Wilson, Chairperson  
Mrs. Deneese Thompson, Vice Chairperson  
Mrs. Kathleen, Commissioner

A quorum was present

**STAFF PRESENT**

Ms. Mary Theus, Interim Director, Personnel Commission  
Mrs. Susan McCormick, Administrative Secretary

**PRELIMINARY BUSINESS**

Mrs. Duren moved to approve the minutes of the February 13, 2019 meeting, with Mrs. Thompson providing a second, and discussion was called for. Ms. Theus noted an omission from the minutes, causing Mrs. Duren to amend her motion to postpone approval to the next meeting. Mrs. Thompson seconded the motion, and Mr. Wilson called for the vote. Motion passed unanimously.

Mrs. Duren – Aye; Mrs. Thompson – Aye; Mr. Wilson – Aye.

**PUBLIC COMMENTS CONCERNING  
AGENDA ITEMS**

Lars Hasper, Maintenance Worker II Certified, addressed the Commission with concerns regarding the incoming Assistant Director, Maintenance & Operations, and his initial salary placement. Mr. Hasper also noted the qualifications and experience of the internal candidates for the position, adding that this was not a difficult position to fill.

Chris Weilbacher, Maintenance Worker II Certified, reiterated the concerns of Mr. Hasper, adding his own qualifications, experience, and recommendations for the position.

Gilbert Borquez, Maintenance Worker II and member of the CSEA negotiating team, also spoke in support of the internal candidates for the Assistant Director position. He expressed his concern for the morale of the department when outside candidates are hired at salaries higher than an internal candidate would accept. Mr. Borquez asked the Commission to table their decision on the salary placement for the incoming Assistant Director, Maintenance & Operations.

Erwin Bryant, Maintenance Worker II and CSEA Executive Board member, addressed the Commission with concerns about the salary in question and how negotiation fits within with the Merit System process.

Mary Hines, Transportation Technician, spoke regarding her tenure with the district, the Salary/Internal Equity study, and her concern that outdated job descriptions may influence study results.

**PUBLIC COMMENTS CONCERNING  
NON-AGENDA ITEMS**

Solange Henriquez, Assistant Director, Human Resources, addressed the Commission concerning internal equity issues that need to be resolved, and the District's rationale for proposed salary ranges.

Ms. Theus noted that the Transportation Technician job description is being examined for modernizing. Ms. Theus also explained the Personnel Commission's and Superintendent's roles in negotiated salaries for Leadership positions, noting that internal candidates have the same opportunity when promoting to management positions.

**SALARY/INTERNAL EQUITY STUDY**

Mrs. Thompson moved to table the Study to a later meeting, with Mrs. Duren providing a second. Motion was approved.  
Mrs. Thompson – Aye; Mrs. Duren – Aye; Mr. Wilson – Aye.

**CONSENT AGENDA**

Mrs. Duren moved to approve the Consent Agenda as presented, with a second from Mrs. Thompson. Motion was approved.  
Mrs. Duren – Aye; Mrs. Thompson – Aye; Mr. Wilson – Aye.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**Approval of Initial Placement:**

**Assistant Director, Maintenance & Operations**

Mrs. Thompson moved to table this approval to a future meeting, with Mrs. Duren providing a second, and discussion was called for. Hearing none, Mr. Wilson called for the vote. Motion passed as follows: Mrs. Thompson – Aye; Mrs. Duren – Aye; Mr. Wilson – Aye.

**Approval of Initial Placement:**

**Occupational Therapist**

Mrs. Duren moved to approve the initial salary placement for Occupational Therapist as presented, with Mrs. Thompson providing a second. It was noted that this is a difficult position to fill due to a lack of qualified candidates. Motion was approved.  
Mrs. Duren – Aye; Mrs. Thompson – Aye; Mr. Wilson – Aye.

**INFORMATION / REPORTS**

**Classified Update**

Ms. Theus distributed the Classified Update.

**Comments from Commissioners**

Mrs. Duren shared that she and Mr. Wilson attended their second Merit Academy class and are learning a lot. She will continue to share items with Ms. Theus for implementation as necessary.

Mr. Wilson also shared that the Merit Academy is intense but rewarding. He also noted that he was pleased to see the increase in attendance and participation at the Commission meetings.

**RECESS TO CLOSED SESSION**

Recess to closed session at 6:19 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 7:30 P.M.

**REPORT OUT OF CLOSED SESSION**

With no action taken, there is no report.

**NEXT MEETING**

The next regular meeting of the Personnel Commission is scheduled for March 13, 2019 at 5:30 P.M. in Room 125 at Site 18.

**ADJOURNMENT**

On a motion made by Mrs. Thompson, the meeting was adjourned at 7:33 P.M.

Respectfully submitted,



Mary Theus  
Interim Director, Personnel Commission

**APPROVED:**

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Don Wilson, Chairperson

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Deneese Thompson, Vice Chairperson

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Kathleen Duren, Commissioner





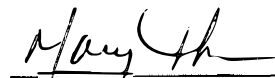
**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
March 13, 2019**

**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	02/15/19	02/28/19	16	1	1	NA	1	1	02/28/19	02/27/20	*Yes	5
Bilingual School Secretary	01/28/19	02/15/19	02/25/19	03/07/19	158	26	11	11	10	10	03/07/19	03/06/20	*Yes	9
Child Nutrition Assistant II	12/17/18	01/10/19	01/18/19	02/22/19	40	33	31	NA	30	30	02/26/19	02/25/20	No	14
ECE Teacher Assistant	09/12/18	Continuous	02/15; 02/26/19	02/28/19	41	4	4	NA	4	4	02/28/19	02/27/20	*Yes	7
Child Nutrition Cashier I	01/28/19	02/15/19	02/26; 03/06/19	NA	129	92	62	NA	NA	62	03/06/19	03/05/20	No	18
Paraeducator Moderate to Severe	01/10/19	01/31/19	02/12/19	02/21/19	93	24	12	NA	12	12	02/25/19	02/24/20	*Yes	11
Special Education Instructional Assistant I	01/10/19	01/31/19	2/6, 2/7, 2/15/19	02/20/19	118	76	34	NA	28	28	02/22/19	02/21/20	*Yes	18

\*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

3/7/19

Date

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE March 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
Administrative Clerk II	03/30/18	03/29/19	09/29/19

RECOMMENDATION

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

**AGENDA ITEM**

## AGENDA ITEM

MT:smc  
52-18/19

## TRANSFERS AND REASSIGNMENTS

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Andrews, Alescia M.	01/29/19	Special Education Instructional Assistant I, 6.5 hrs/182 days, from (SAGE) to (BS)	Involuntary Transfer, Replacement for LaKinya Bates
b.	Hightower, Asia	02/19/19	From Instructional Assistant I (TA) 5.75 hrs/182 days, to Crossing Guard (Transp) 2.0 hrs/182 days	Voluntary Demotion
c.	Puzio, Maili	02/19/19	Accounting Clerk II, 8.0 hrs/12 mo, from (Fiscal Svc) to (M&O)	Voluntary Transfer, Growth
d.	Sims, Malinda	02/20/19	Special Education Instructional Assistant I, 5.75 hrs/182 days, from (SH) to (CA/SH) split position	Replacement for Claudia Rodriguez Reassignment; Elimination of position

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: February 27, 2019 REPORT

TO: Personnel Commission   X   ACTION

FROM: Mary Theus  
Interim Director, Personnel Commission

RE: APPROVAL OF INITIAL SALARY PLACEMENT:  
Assistant Director, Maintenance & Operations

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, with the recommendation of the Superintendent as well as the approval of the Board and Commission.

STATUS

The Superintendent recommended initial salary placement for an Assistant Director, Maintenance & Operations candidate at Step 3 (\$72,387) of the Classified Director I category of the Leadership Team Salary Schedule. The Board will approve salary placement upon hire.

RECOMMENDATION

It is recommended that the Personnel Commission approve the initial salary placement as recommended.

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: March 13, 2019   X   REPORT  
TO: Personnel Commission        ACTION  
FROM: Mary Theus  
Interim Director, Personnel Commission  
RE: MONTHLY EXPENSES REVIEW

**BACKGROUND**

Attached are the expenses as captured by Infinite Visions for the dates listed at the top of the report. Expenses are categorized by Object code.

**STATUS**

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

The Commissioners will review transactions entered into by the Personnel Commission Director or employees delegated with the authority to procure supplies, materials, apparatus, equipment, and services.

**RECOMMENDATION**

It is recommended that the Personnel Commission review the monthly expenses as presented by the attached report from Infinite Visions.



# Palmdale School District

## Personnel Commission 230

From Date: 2/1/2019

To Date: 2/28/2019

Fiscal Year: 2018-2019

Account Number	Description	Budget	Adjustments	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	\$8,800.00	\$0.00	\$2,301.44	\$6,498.56	\$1,788.68	\$4,709.88	53.52%
01.0.00000.0.00000.74400.4380. 23000000	Supplies-Technology	\$1,950.00	\$0.00	\$1,950.00	\$555.72	\$555.72	\$1,394.28	\$0.00	\$1,394.28	71.50%

Printed: 3/5/2019

2:19 PM

Report: iVisions.rptGLGenRptwBudgetAdjNEW

2.5

# Palmdale School District

## Personnel Commission 230

From Date: 2/1/2019

To Date: 2/28/2019

Fiscal Year: 2018-2019

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
<b>Transaction Detail (Standard)</b>										
<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>	
IE9028163	94571	194629	AP POSTING	CONVERGEONE, INC.			Accounts Payable		\$555.72	
							Detail Total:		\$555.72	
01.0.00000.0.00000.74400.4420. 23000000	Non Cap Asset	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
01.0.00000.0.00000.74400.4480. 23000000	Non Cap Asset Technology	\$17,671.00	\$0.00	\$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	\$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	\$0.00	\$13,451.00	\$1,862.77	\$9,499.49	\$3,951.51	\$3,195.91	\$755.60	5.62%
<b>Transaction Detail (Standard)</b>										
<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>	
CF19175MIML	19167	19166	AP POSTING	CONFERENCES			Accounts Payable		\$185.15	
CF19175ML	19167	19166	AP POSTING	CONFERENCES			Accounts Payable		\$15.09	
CF19175ML2	19167	19166	AP POSTING	CONFERENCES			Accounts Payable		\$81.89	
CF19175ML3	19167	19166	AP POSTING	CONFERENCES			Accounts Payable		\$90.82	
CF19281LG	19260	19260	AP POSTING	CONFERENCES			Accounts Payable		\$1,489.82	
							Detail Total:		\$1,862.77	
01.0.00000.0.00000.74400.5310. 23000000	District Membership	\$3,350.00	\$0.00	\$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	\$0.00	\$2,000.00	\$0.00	\$416.00	\$1,584.00	\$0.00	\$1,584.00	79.20%
01.0.00000.0.00000.74400.5719. 23000000	Direct Costs-Mailing Services	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$268.88	\$1,231.12	\$0.00	\$1,231.12	82.07%
01.0.00000.0.00000.74400.5810. 23000000	Advertising - Legal	\$9,940.00	\$0.00	\$9,940.00	\$812.54	\$2,813.97	\$7,126.03	\$448.76	\$6,677.27	67.18%
<b>Transaction Detail (Standard)</b>										
<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>	
300052003	94385	194146	AP POSTING	A V PRESS			Accounts Payable		\$162.54	
3349174	95022	194774	AP POSTING	BOXWOOD TECHNOLOGY INC			Accounts Payable		\$200.00	
3349182	95023	194775	AP POSTING	BOXWOOD TECHNOLOGY INC			Accounts Payable		\$450.00	
							Detail Total:		\$812.54	
01.0.00000.0.00000.74400.5822. 23000000	Legal Expenses	\$152,559.00	\$0.00	\$152,559.00	\$0.00	\$19,361.75	\$133,197.25	\$45,638.25	\$87,559.00	57.39%
01.0.00000.0.00000.74400.5828. 23000000	Software Support	\$24,530.00	\$0.00	\$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	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	100.00%

# Palmdale School District

## Personnel Commission 230

From Date: 2/1/2019

To Date: 2/28/2019

Fiscal Year: 2018-2019

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
01.0.00000.0.00000.74400.5890. 2300000	Other Operation Services	\$800.00	\$0.00	\$800.00	\$0.00	\$0.00	\$800.00	\$600.00	\$200.00	25.00%
01.0.00000.0.00000.74400.5899. 2300000	Suspense	\$11,445.00	\$0.00	\$11,445.00	\$0.00	\$0.00	\$11,445.00	\$0.00	\$11,445.00	100.00%
Function: Personnel Commission - 74400		\$753,401.00	\$0.00	\$753,401.00	\$43,243.30	\$337,090.23	\$416,310.77	\$66,970.94	\$349,339.83	46.37 %
01.0.00000.0.00000.82000.2230. 2300000	Custodian	\$11,658.00	\$0.00	\$11,658.00	\$926.63	\$6,755.39	\$4,902.61	\$0.00	\$4,902.61	42.05%

Transaction Detail (Standard)							
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount	
3712	0	0	ZHRSE4N001	dlvanholton	Adjusting	\$926.63	
					Detail Total:	\$926.63	

01.0.00000.0.00000.82000.2231. 2300000	Custodian-extra duty	\$373.00	\$0.00	\$373.00	\$0.00	\$0.00	\$373.00	\$0.00	\$373.00	100.00%
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# Palmdale School District

## Personnel Commission 230

From Date: 2/1/2019

To Date: 2/28/2019

Fiscal Year: 2018-2019

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
01.0.00000.0.00000.82000.4320. 23000000	Supplies	\$1,930.00	\$0.00	\$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	\$0.00	\$200.00	\$0.00	\$86.24	\$113.76	\$113.76	\$0.00	0.00%
Function: Operations - 82000		\$22,599.00	\$0.00	\$22,599.00	\$1,679.62	\$11,762.13	\$10,836.87	\$113.76	\$10,723.11	47.45 %
<b>Grand Total:</b>		<b>\$776,000.00</b>	<b>\$0.00</b>	<b>\$776,000.00</b>	<b>\$44,922.92</b>	<b>\$348,852.36</b>	<b>\$427,147.64</b>	<b>\$67,084.70</b>	<b>\$360,062.94</b>	<b>46.40%</b>

End of Report