

Personnel Commission
AGENDA OF REGULAR MEETING
Wednesday, August 22, 2018 - 5:30 P.M.
Site 18, Room 125
37230 37th Street East, Palmdale, CA 93550

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

I. PRESENTATION

Employment Examination Procedure

II. PRELIMINARY BUSINESS

A. Approval of Meeting Minutes – August 08, 2018

ACTION
08-18/19

III. PUBLIC COMMENTS

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

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 List(s)
 - 2. Extension of Eligibility List(s)
 - 3. Ratification of Transfers

ACTION
09-18/19

V. UNFINISHED BUSINESS

A. Approval of Salary Increase – Substitute Custodian

ACTION
07-18/19

VI. NEW BUSINESS

- A. Proposed Salary Range Adjustments
 - Executive Assistant – Non Confidential
 - Facilities Planning Technician
 - Senior Payroll Clerk

DISCUSSION/ACTION
10-18/19

VII. INFORMATION/REPORTS

Info Only

- A. Classified Update
- B. Interim Director, Personnel Commission
- C. 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 54956.9
 - 1. **Conference with Legal Counsel – Anticipated Litigation**
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9
One potential case
- B. 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 54956.9
 - 1. **Conference with Legal Counsel – Anticipated Litigation**
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9
One potential case
- B. 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: September 12, 2018 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 August 08, 2018 Scheduled Meeting

| | |
|--|---|
| CALL TO ORDER | The meeting was called to order by Chairperson Kathleen Duren at 5:30 P.M., followed by the Pledge of Allegiance led by Don Wilson. |
| MEMBERS PRESENT | Mrs. Kathleen Duren, Chairperson Mr. Don Wilson, Vice Chairperson Mrs. Deneese Thompson, Commissioner A quorum was present |
| STAFF PRESENT | Ms. Mary Theus, Interim Director, Personnel Commission Mrs. Susan McCormick, Administrative Secretary |
| PRELIMINARY BUSINESS | Mrs. Thompson moved to approve the minutes of the June 13, 2018 meeting, with Mr. Wilson providing a second. Mrs. Duren called for discussion, and hearing none, she called for the vote. The motion passed unanimously. |
| PUBLIC COMMENTS CONCERNING AGENDA ITEMS | None. |
| PUBLIC COMMENTS CONCERNING NON-AGENDA ITEMS | None. |
| CONSENT AGENDA | Mr. Wilson moved to approve the Consent Agenda, with Mrs. Thompson providing a second. The motion passed unanimously. |
| UNFINISHED BUSINESS | None. |
| NEW BUSINESS | Approval of Salary Increase – Substitute Custodian Mrs. Thompson moved to approve the proposed salary increase, with Mr. Thompson providing a second, and Mrs. Duren called for discussion. Ms. Theus presented the District's view that substitute custodians are being lost to the higher pay of other districts. In order to retain a viable pool of substitute custodians, the District believes the rate of pay needs to be significantly increased. A brief survey of Substitute Custodian pay rates from neighboring districts was provided by Ms. Theus. After further discussion, Mrs. Thompson moved to amend the motion, with a second by Mr. Wilson, to table the matter to the next meeting. The attendance of a representative from Human Resources was requested. Mrs. Duren called for the vote, and the amended motion passed unanimously. |

INFORMATION / REPORTS

Expenses Review

The Commission reviewed the expenses for the month of July. As Ms. Theus noted that the 2017-2018 year-end closing is not yet complete, Mrs. Duren requested that those numbers be provided when available.

Classified Update

Ms. Theus distributed the Classified Update for review. She highlighted the Qualifications Appraisal Interviews scheduled for Assistant Director of Human Resources on August 14th, noting that all four of the qualified candidates are internal. Final interviews for Director of Child Nutrition are scheduled for Friday, August 10th, with all candidates being external.

Interim Director, Personnel Commission

Ms. Theus shared that the position of Transportation Field Supervisor has been approved for fulfillment, and will be posted very soon for recruitment.

Comments From Commissioners

Mrs. Thompson remarked that the upcoming first day of school looks promising.

Although Mr. Wilson commented that some of the Kindergarten classrooms at Dos Caminos are not yet ready, it was noted that the campus has been undergoing some major improvements over the summer. All rooms are on target to open fully ready according to Ms. Theus.

Mrs. Duren asked about volunteering to assist the school sites on the first day of school. Ms. Theus will follow up.

RECESS TO CLOSED SESSION

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

RECONVENE TO OPEN SESSION

Reconvened to open session at 7:24 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 August 22, 2018 at 5:30 P.M. in Room 125 at Site 18.

ADJOURNMENT

On a motion made by Mrs. Thompson and seconded by Mr. Wilson,
the meeting was adjourned at 7:25 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Mary Theus', written in a cursive style.

Mary Theus
Interim Director, Personnel Commission

APPROVED:

Kathleen Duren, Chairperson

Don Wilson, Vice Chairperson

Deneese Thompson, Commissioner



Classified Update for August 8, 2018

1. Testing Status:

| | |
|---|----------------------------------|
| Assistant Director, Human Resources | QAI 08/14/18 |
| Bilingual School Secretary | QAI pending |
| Credentials Analyst | Performance/written exam pending |
| Executive Assistant-Confidential | Performance/written exam pending |
| Executive Assistant-Non Confidential | Performance/written exam pending |
| Health Technician LVN | QAI pending |
| Paraeducator Certified Interpreter I/II | QAI 08/21/18 |
| Technology Support Liaison | Written exam 08/15, 08/16/18 |
| Technology Support Specialist | QAI 08/10/18 |
| Warehouse Worker/Delivery Driver II | QAI pending |

2. Postings:

| | |
|--------------------------------------|-----------------|
| Bilingual ECE Teacher Assistant | Continuous |
| ECE Teacher Assistant | Continuous |
| Family Health Provider | Closes 08/22/18 |
| Mental Health-Intensive Case Manager | Closes 08/16/18 |
| Occupational Therapist | Continuous |

| | |
|---------------------------------------|------------|
| Paraeducator Certified Interpreter | Continuous |
| Paraeducator Certified Interpreter II | Continuous |

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE August 22, 2018 _____ 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
August 22, 2018**

CLASSIFIED RECRUITMENT SUMMARY REPORT

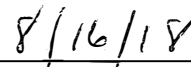
| Job Classification | Open Date | Close Date | Written Exam Date | QAI Date | Number of Applicants | Number Passed MQs | Number Passed Written | Passed Performance | Number Passed QAI | Number Eligible | Effective Date | Expiration Date | Merged *Yes/No | Total # of Ranks (Ind. merged) |
|--------------------------------------|-----------|------------|-------------------|----------|----------------------|-------------------|-----------------------|--------------------|-------------------|-----------------|----------------|-----------------|----------------|--------------------------------|
| Assistant Director, Human Resources | 05/31/18 | 06/30/18 | 08/02/18 | 08/14/18 | 21 | 7 | 4 | NA | 4 | 4 | 08/14/18 | 08/13/19 | No | 4 |
| Social Emotional Learning Specialist | 06/12/18 | 07/12/18 | NA | 08/03/18 | 22 | 19 | NA | NA | 11 | 11 | 08/03/18 | 08/02/19 | No | 8 |
| Technology Support Specialist | 06/01/18 | 06/21/18 | 08/10/18 | 08/10/18 | 11 | 9 | 8 | NA | 7 | 7 | 08/15/18 | 08/14/19 | No | 7 |

*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



Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE August 22, 2018 _____ 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 |
|-----------------------------|----------------|-----------------|---------------|
| Family Services Advocate | 09/07/17 | 09/06/18 | 03/06/19 |
| Paraeducator Translator DHH | 08/29/17 | 08/28/18 | 02/28/19 |

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 August 22, 2018 _____ 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.

II.

| | <u>Employee Name</u> | <u>Effective Date</u> | <u>Classification(s)</u> | <u>Comments</u> |
|----|----------------------|-----------------------|--|--|
| a. | Bates, LaKinya | 08/15/18 | Special Education Instructional Assistant I from (PT) to (BS), 6.5 hrs/182 days | Reassignment; Elimination of Position Replacement for Darleen Darby |
| b. | Birdwell, Elena | 08/15/18 | Paraeducator Translator (PLP), from 5.75 hrs/182 days to 6.5 hrs/182 days | Increase in Hours by Seniority Replacement for Virginia Burgess |
| c. | Blackburn, Jennifer | 08/15/18 | Child Nutrition Assistant I, from (TA) to (SH), 3.0 hrs/182 days | Reassignment; Elimination of Position Growth |
| d. | Bobber, Rachelle | 08/15/18 | Child Nutrition Assistant II, from (YN) to (MZ), 5.75 hrs/182 days | Reassignment; Elimination of Position Growth |
| e. | Contreras, Christina | 07/16/18 | From Administrative Clerk I (SH) 5.75 hrs/10 mo. to School Secretary (MZ) 8.0 hrs/11 mo. | Promotion Replacement for Linda Livingston |
| f. | Escobar, Liliana C. | 08/15/18 | Special Education Instructional Assistant I, from (Site 18) to (QV), 5.75 hrs/182 days | Voluntary Transfer Replacement for Kristina Mendoza |
| g. | Gist, Sondra | 08/15/18 | Special Education Instructional Assistant I from (LA) to (QV), 6.5 hrs/182 days | Reassignment; Elimination of Position Replacement for Tina Vincent |
| h. | Jones, Yvette | 08/15/18 | Student Interventionist, from (JH) to (TW), 5.75 hrs/182 days | Voluntary Transfer Replacement for Christina Heard |
| i. | Ordaz, Jose | 08/15/18 | Child Nutrition Assistant I, from (TW) to (Site 18), 3.0 hrs/182 days | Reassignment; Elimination of Position Replacement for Norma Jimenez |
| j. | Poe, Charlotte | 8/15/2018 | Child Nutrition Assistant II, from (MZ) to (YN), 6.0 hrs/182 days | Reassignment; Elimination of Position |
| k. | Robinson, Deborah | 08/15/18 | Special Education Instructional Assistant I, from (YU) to (MZ), 6.5 hrs/182 days | Reassignment; Elimination of Position Replacement for Susan Hoxie |
| l. | Schopp, Arelis | 08/15/18 | From Instructional Assistant I (MZ) 5.75 hrs/182 days, to Bilingual Instructional Assistant (TA) 5.75 hrs/182 days | Promotion Growth |
| m. | Massey, Jamekia | 08/15/18 | Special Education Instructional Assistant I from (BS) to (PDC), 5.75 hrs/182 days | Reassignment; Elimination of Position Replacement for Eriko Welsh |
| n. | Rivera, Elsy | 08/15/18 | Bilingual Early Childhood Education Teacher Assistant, from (TW) 3.75 hrs/185 days to (MZ), 5.75 hrs/185 days | Increase in hours by seniority Growth |
| o. | Sewalson, Nicole | 08/15/18 | Child Nutrition Assistant II, from (CA) to (DGM), 5.75 hrs/182 days | Voluntary Transfer Replacement for Honey Flores |

| | | | | |
|----|---------------------|----------|--|--|
| p. | Strickland, Cynthia | 08/15/18 | Paraeducator/LVN from (DGM) 6.5 hrs/182 days to (PDC) 7.0 hrs/182 days | Increase in hours by seniority Replacement for Anthony Stefanello |
| q. | Seymour, Ashley N. | 08/15/18 | From Instructional Assistant I (BS) 5.75 hrs/182 days to Special Education Instructional Assistant I (JH), 5.75 hrs/182 days | Growth |
| r. | Vasquez, Stephanie | 08/15/18 | Special Education Instructional Assistant I from (GCS) to (YU), 5.75 hrs/182 days | Reassignment; Elimination of Position, Replacement for Kandi Levasseur |
| s. | White, Kiah R. | 08/15/18 | Paraeducator - Moderate to Severe from (PDC) to (PDC), 5.75 hrs/182 days | Reassignment; Elimination of Position, Replacement for Jennifer Gomez |

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE August 8, 2018 _____ REPORT
TO: Personnel Commission _____ X ACTION
FROM: Mary Theus
Interim Director, Personnel Commission
RE: APPROVAL OF SALARY INCREASE – SUBSTITUTE CUSTODIAN

BACKGROUND

A job description is currently in place for Substitute Custodian to provide temporary services in the event of an absent Custodian. The current salary schedule placement at \$11.00 per hour requires an adjustment to remain competitive.

STATUS

The District has expressed concern regarding the retention of substitute employees to maintain a clean and safe working environment for the schools. In order for the District to remain competitive, a salary increase is proposed. In doing so, the District will be able to retain a sufficient pool of substitutes to provide services in the event substitute coverage is needed.

The proposed salary recommendation of \$16.00 per hour will meet the District's needs in this area.

RECOMMENDATION

It is recommended that the Personnel Commission approve the proposed salary for Substitute Custodian, as presented. The job description remains unchanged.

SUBSTITUTE CUSTODIAN

~~SALARY RANGE~~

~~\$11.00 Hourly~~

Class Code: 621045

Bargaining Unit: Not Eligible

PROPOSED SALARY RANGE

\$16.00 Hourly

DEFINITION:

Under the direction of the Director of Maintenance and Operations, or designee, perform clean routine custodial activities during afternoon and evening hours at an assigned school site or facility to maintain buildings, office space and adjacent grounds areas in a clean, orderly and secure condition.

EXAMPLE OF DUTIES:

Duties may include, but are not limited to:

1. Perform routine custodial activities during afternoon and evening hours at an assigned school site or facility; sweep, scrub, dust mop, wax, buff and polish floors; vacuum rugs and carpets in classrooms, offices, multi-purpose rooms and other work areas; spot clean and shampoo carpets.
2. Clean classrooms, cafeterias, lounges, offices and other facilities as assigned; empty and clean waste receptacles; spot mop spills and remove gum, graffiti and debris.
3. Clean and disinfect drinking fountains assigned and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile and windows; unclog drains and toilets as necessary.
4. Clean chalkboards and erasers and empty pencil sharpeners; wash windows and walls
5. Moving, assembling up and arranging furniture, supplies and equipment in preparing classrooms and multi-purpose rooms for special events, track changes or meetings.
6. Replace light bulbs and lighting tubes; dust wash and polish furniture and woodwork and make minor, non-technical repairs as needed.
7. Lock and unlock doors and windows gates; maintain tight security of school property according to established guidelines; observe assigned areas to prevent vandalism; set site security system.
8. Report vandalism, safety, sanitary and fire hazards to appropriate authority; report supervisor need for maintenance repairs to appropriate authority.
9. Assist in maintaining inventory, ordering and stocking custodial supplies for the assigned site.
10. Pick up paper, trash and debris around school grounds and in buildings; sweep and clean walkways and entrances
11. Operate cleaning equipment such as vacuums, buffer and polisher, scrubbers, and other cleaning equipment as assigned.
12. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

1. Basic methods, materials, tools and equipment used in custodial work.
2. Proper methods of storing equipment, materials and supplies.
3. Proper lifting techniques.
4. Safe work practices.
5. Basic handling hazardous materials.

Ability to:

1. Perform custodial activities at an assigned school site or facility to maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.
2. Learn requirements of maintaining District buildings in a safe, clean and orderly condition.
3. Use cleaning materials, equipment and methods according to predetermined standards.
4. Learn appropriate safety precautions and procedures.
5. Inspect and assure the security of facilities during assigned shift.
6. Maintain tools and equipment signed in clean working order.
7. Perform minor non-technical repairs.
8. Observe and report need for maintenance and repair.
9. Understand and follow oral and written directions.
10. Meet schedules and timelines.
11. Communicate effectively with those contacted during the course of work.
12. Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION:

Any combination equivalent to: graduation from high school and sufficient training and experience to perform the knowledge and abilities listed above. Some school custodial experience is desirable.

LICENSE AND CERTIFICATIONS:

Possession of an appropriate, valid driver's license.

Possession of an appropriate, valid California driver's license prior to the completion of the probationary period.

Ability to be covered under the District property/liability insurance.

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE August 22, 2018 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Interim Director, Personnel Commission

RE: APPROVAL OF SALARY RANGE ADJUSTMENTS

BACKGROUND

Several classifications were not recommended for a salary adjustment during the recent negotiations between the District and CSEA. The classifications are now presented for assessment of the internal equity and approval.

STATUS

The District is proposing salary range adjustments for the Executive Assistant-Non Confidential, Facilities Planning Technician, and Senior Payroll Clerk classifications. The District considers the level of responsibility and skills for these classes to be comparable to the level of the Confidential classifications on the Leadership Schedule. The current and proposed salary placements are below. The Board has endorsed the proposal.

| | Salary Ranges | Current | Proposed |
|---|----------------|---------------------------|---------------------------|
| Executive Assistant Non Confidential | Range 35 to 40 | \$ 3,977.65 – \$ 4,839.65 | \$ 4,498.86 – \$ 5,474.81 |
| Facilities Planning Technician | Range 34 to 38 | \$ 3,885.86 – \$ 4,724.65 | \$ 4,283.62 – \$ 5,209.99 |
| Senior Payroll Clerk | Range 38 to 40 | \$ 4,283.62 – \$ 5,209.99 | \$ 4,498.86 – \$ 5,474.81 |

RECOMMENDATION

It is recommended that the Personnel Commission assess for internal equity and approve the proposed salary range adjustments, as presented. The job descriptions remain unchanged.

MT:smc
10-18/19