



Personnel Commission  
**AGENDA OF REGULAR MEETING**  
Wednesday, February 8, 2017 - 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  
Ms. Rosa B. Fuller, Commissioner  
Mrs. Deneese Thompson, Vice Chairperson  
Ms. Mary Theus, Interim Director, Personnel Commission

**I. PRELIMINARY BUSINESS**

**ACTION**

- |  |          |
|--|----------|
| A. Approval of Meeting Minutes – January 11, 2017          | 63-16/17 |
| B. Approval of Special Meeting Minutes – February 01, 2017 | 64-16/17 |

**II. PUBLIC COMMENTS**

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

**III. CONSENT AGENDA**

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

**ACTION**

- |   |          |
|---|----------|
| A. Ratification of Eligibility List(s)  | 65-16/17 |
| B. Extension of Eligibility List(s)     | 66-16/17 |
| C. Nullification of Eligibility List(s) | 67-16/17 |
| D. Ratification of Transfers            | 68-16/17 |

**IV. UNFINISHED BUSINESS**

None

**V. NEW BUSINESS**

None

**VI. INFORMATION/REPORTS**

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

## **VII. CLOSED SESSION**

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

## **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 Performance Evaluation – Director, Personnel Commission
  - 2. Public Employee Discipline/Dismissal/Release

## **IX. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: March 8, 2017 at 5:30 P.M.**

OPEN SESSION ADJOURNMENT \_\_\_\_\_ P.M.

In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Personnel Commission office at 661 285 2902. Notification 48 hours prior to the meeting will enable to the Commission to make reasonable arrangements to ensure accessibility to this meeting.

As of July 1, 2008, the District is required to make documents (revised or otherwise) distributed to the Personnel Commission within 72 hours of a meeting, simultaneously available for public review, provided such documents are not otherwise exempt from public disclosure. Such documents will be available for public review in the Personnel Commission office.

Personnel Commission Meeting  
of the  
Palmdale School District

**Minutes of January 11, 2017, Scheduled Meeting**

<b>CALL TO ORDER</b>	The meeting was called to order by the Chairperson, Mrs. Kathleen Duren at 5:30 P.M., followed by the Pledge of Allegiance led by Mrs. Deneese Thompson.
<b>MEMBERS PRESENT</b>	Mrs. Kathleen Duren, Chairperson Mrs. Deneese Thompson, Vice-Chairperson Ms. Rosa Fuller, Commissioner
<b>STAFF PRESENT</b>	Ms. Mary Theus, Interim Director, Personnel Commission Ms. Susan McCormick, Administrative Secretary Ms. Stacey Elliott, Personnel Analyst Ms. Elvira Cova, Personnel Analyst
<b>PRELIMINARY BUSINESS</b>	<p>Ms. Fuller moved to approve the minutes of the December 14, 2016, regular meeting. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously.</p> <p>Mrs. Thompson moved to approve the minutes of the December 15, 2016, special meeting. Ms. Fuller seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously.</p>
<b>PUBLIC COMMENTS CONCERNING AGENDA ITEMS</b>	None.
<b>PUBLIC COMMENTS CONCERNING NON-AGENDA ITEMS</b>	None.
<b>CONSENT AGENDA</b>	<p>Ms. Fuller requested that each item of the Consent Agenda be examined individually.</p> <p><b>Ratification of Eligibility List(s)</b> Ms. Fuller moved to approve the Ratification of Eligibility Lists. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously.</p> <p><b>Extension of Eligibility List(s)</b> Ms. Fuller moved to approve the Extension of Eligibility Lists. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously.</p>

**Nullification of Eligibility List(s)**

Ms. Fuller moved to approve the Nullification of Eligibility Lists. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously.

**Ratification of Transfers**

Ms. Fuller moved to approve the Ratification of Eligibility Lists. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

None.

**INFORMATION/REPORTS**

**Classified Update**

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

Ms. Fuller commented that bilingual positions seem to have a high ratio of applicants who pass minimum qualifications but not the written exam, and requested clarification on the written exams used in the testing process. Ms. Theus responded that exam content is obtained from CODESP, an organization that provides test assessment tools. Questions specific to subject matter are selected from a test item bank for development of written examinations. The exams are reviewed and updated periodically.

**Comments from the Commissioners**

Mrs. Duren expressed her appreciation for how well the new year has started out and her hopes that it will continue to be productive.

**CLOSED SESSION**

Recessed to closed session at 5:41 P.M.

**REPORT OUT**

Reconvened to open session at 6:05 P.M. With no action taken, there was no report.

**NEXT MEETING**

The next regularly scheduled meeting of the Personnel Commission is February 8, 2017, at 5:30 P.M. in Room 125 at Site 18

**ADJOURNMENT**

Ms. Fuller moved to adjourn the meeting. Mrs. Thompson seconded the motion. Meeting adjourned at 6:06 P.M.

Respectfully submitted,



Mary Theus  
Interim Director, Personnel Commission

**APPROVED**

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Kathleen Duren, Chairperson

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Rosa B. Fuller, Commissioner

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Deneese Thompson, Vice-Chairperson

## **Classified Update for January 11, 2017**

### **1. Testing Status:**

Accounting/Data Processing Tech	Screening Applications
Administrative Clerk II	Performance/written examinations scheduled 01/24 and 01/25/17
Bilingual Administrative Secretary	Performance/written examination to be scheduled
Bilingual Family/Community Liaison	Written examination 01/10/17
Child Nutrition Assistant II	QAIs to be scheduled
District Receptionist- Bilingual Preferred	Performance/written examination to be scheduled
Family Health Provider	Examination to be scheduled
Instructional Assistant I	Screening Applications
Mental Health Intensive Case Manager	QAIs scheduled 01/12/17
Project/Curriculum Center Clerk	Screening Applications
Social Emotional Learning Specialist	QAIs scheduled 01/12/17
Student Interventionist	QAIs to be scheduled
Technology Technician	Examination to be scheduled

### **2. Postings:**

Administrative Clerk I – Promotional	Closes 01/19/17
Crossing Guard	Closes 01/19/17
Occupational Therapist	Continuous

Paraeducator Certified Interpreter	Continuous
Paraeducator Certified Interpreter II	Continuous
Paraeducator/LVN	Closes 01/19/17

Personnel Commission Meeting  
of the  
Palmdale School District

**Minutes of February 1, 2017, Special Meeting**

**CALL TO ORDER** The meeting was called to order by the Chairperson, Mrs. Kathleen Duren at 2:02 P.M., followed by the Pledge of Allegiance led by Mrs. Deneese Thompson.

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

**STAFF PRESENT** Ms. Mary Theus, Interim Director, Personnel Commission  
Ms. Susan McCormick, Administrative Secretary

**PUBLIC COMMENTS CONCERNING AGENDA ITEMS** None.

**CLOSED SESSION** Recessed to closed session at 2:03 P.M.

**REPORT OUT OF CLOSED SESSION** Reconvened to open session at 4:35 P.M. With no action taken, there was no report.

**ADJOURNMENT** Ms. Fuller moved to adjourn the meeting. Mrs. Thompson seconded the motion. Meeting adjourned at 4:35 P.M.

Respectfully submitted,



Mary Theus  
Interim Director, Personnel Commission

**APPROVED**

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Kathleen Duren, Chairperson

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Deneese Thompson, Vice-Chairperson

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Rosa B. Fuller, Commissioner

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: February 8, 2017      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.

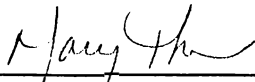
**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
February 8, 2017**

**CLASSIFIED RECRUITMENT SUMMARY REPORT**

Job Classification	Open Date	Close Date	Written Exam Date	QAI Date	Number of Applicants	Number Passed MQs	Number Passed Written	Passed Performance	Number Passed QAI	Number Eligible	Effective Date	Expiration Date	Merged *Yes/No	Total # of Ranks
Bilingual Family/Community Liaison	11/08/16	12/01/16	01/10/17	01/19/17	58	22	5	N/A	5	5	01/19/17	01/18/18	No	5
Child Nutrition Assistant II	11/07/16	11/30/16	12/07/16	01/23/17	44	38	29	N/A	28	28	01/24/17	01/23/18	No	16
Child Nutrition Cashier I	12/02/16	12/22/16	01/05/17	N/A	87	34	25	N/A	N/A	25	01/09/17	01/08/18	No	13
Crossing Guard	12/27/16	01/19/17	02/01/17	N/A	197	186	42	N/A	N/A	42	02/02/17	02/01/18	*Yes	7
Instructional Assistant I	12/12/16	01/05/17	01/31/17	N/A	83	50	20	N/A	N/A	20	01/31/17	01/30/18	*Yes	10
Mental Health-Intensive Case Manager	10/25/16	11/29/16	N/A	01/12/17	8	4	N/A	N/A	3	3	01/12/17	01/11/18	No	3
Social Emotional Learning Specialist	10/24/16	11/24/16	N/A	01/12/17	18	5	N/A	N/A	3	3	01/12/17	01/11/18	No	3
Student Interventionist	10/27/16	11/17/16	12/06/16	01/26/17	166	18	10	N/A	6	6	01/26/17	01/25/18	No	6

\*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

2/2/17  
 \_\_\_\_\_  
 Date

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: February 8, 2017 \_\_\_\_\_ 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
Personnel Analyst	08/27/15	02/26/17	08/26/17

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 8, 2017      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
Crossing Guard	09/16/16	09/15/17
Instructional Assistant I	09/22/16	09/21/17

RECOMMENDATION

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

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE February 8, 2017        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

- |    |   |   |
|----|---|---|
| a. | Avila Jr., Nelson<br>Brewer, Dustin<br>Chavez, Julio<br>Cropper, Clinton<br>Finley, Natasha<br>Michalski, Kelli | Effective 07/01/16, Technology Support Liaison<br>from (DO) to (DC)<br>from (DO) to (JH)<br>from (CM) to (DO)<br>from (DO) to (SW)<br>from (SW) to (CM)<br>from (MQ) to (DO)    |
| b. | Palacios, Alejandra   | Effective 12/07/16, from Child Nutrition I to Child Nutrition Cashier (PT),<br>3 hours/184 days, Replacement for Olivia Lozano, Voluntary Lateral<br>Transfer                   |
| c. | Reddig, Rita  | Effective 01/09/17, Paraeducator Moderate-Severe, from (DW), 5.75<br>hours/184 days to (BV), 6.5 hours/184 days Increase in Hours by<br>Seniority, Replacement for Leslie Reyes |
| d. | Rivera, Ruth  | Effective 12/09/16, from Bilingual Typist Clerk (QV), 5.75 hours/10<br>months to Translator (MI/ES), Replacement for Andrea Colindres,<br>Promotion                             |
| e. | Smith, Carey  | Effective 12/12/16, Instructional Assistant I, from (JH/MQ) to (PLP/SW),<br>6.5 hours/184 days, Replacement for Kimberly Heredia, Involuntary<br>Transfer                       |
| f. | Vasquez, Aurora   | Effective 12/06/16, Special Education Instructional Assistant from (BV)<br>to (PDC) 5.75 hours/184 days, Replacement for Priscilla Jimenez,<br>Voluntary Transfer               |
| g. | Wright-Roberts, Marchella   | Effective 12/06/16, Special Education Instructional Assistant I (JH, 1:1)<br>to (JH, Resource), 5.75 hours/184 days Replacement for David Arnold,<br>Voluntary Transfer         |