

Personnel Commission
AGENDA OF REGULAR MEETING
Wednesday, September 14, 2016 - 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
Mrs. Deneese Thompson, Vice Chairperson
Ms. Rosa B. Fuller, Commissioner
Ms. Mary Theus, Acting Director, Personnel Commission

- | | |
|--|----------------------|
| I. PRELIMINARY BUSINESS | <u>ACTION</u> |
| A. Approval of Meeting Minutes – August 10, 2016 | 21-16/17 |
| B. Approval of Special Meeting Minutes – August 10, 2016 | 22-16/17 |

- 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.

- | | |
|--|----------------------|
| | <u>ACTION</u> |
| A. Ratification of Eligibility List(s) | 23-16/17 |
| B. Extension of Eligibility List(s) | 24-16/17 |
| C. Ratification of Transfers | 25-16/17 |

IV. UNFINISHED BUSINESS
None

- | | |
|---|----------------------|
| V. NEW BUSINESS | <u>ACTION</u> |
| A. Approval of Eligibility List with Less Than Three Ranks: | |
| Lead Library Aide | 26-16/17 |
| Paraeducator Certified Interpreter (DHH) | 27-16/17 |
| Paraeducator Certified Interpreter II (DHH) | 28-16/17 |

- VI. INFORMATION/REPORTS**
- A. Classified Update
 - B. Information from the 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 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 Discipline/Dismissal/Release

IX. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: October 12, 2016 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 10, 2016 Scheduled Meeting

CALL TO ORDER

The meeting was called to order by Mrs. Kathleen Duren at 5:30 P.M. followed by the pledge of allegiance led by Ms. Rosa Fuller.

MEMBERS PRESENT

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

STAFF PRESENT

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

PRELIMINARY BUSINESS

Mrs. Thompson motioned to approve the meeting minutes of July 13, 2016. Ms. Fuller seconded the motion and discussion was called for. Hearing none, the vote was called for. Unanimously approved.

Ms. Fuller motioned to approve the minutes of the July 22, 2016 Special Meeting. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Unanimously approved.

**PUBLIC COMMENTS CONCERNING
AGENDA ITEMS**

None.

**PUBLIC COMMENTS CONCERNING
NON-AGENDA ITEMS**

Ms. Helena Perkins, an Accounting/Data Processing Technician, spoke regarding the recent recruitment for Transportation Field Supervisor. Ms. Perkins outlined her education and tenure with Palmdale School District. She also conveyed her experience as an applicant and final candidate for the position. Ms. Perkins indicated the position remains unfilled, yet a temporary employee is working in the position. She questioned why a candidate was not selected for hire, and implied that there is racial discrimination. Ms. Perkins requested further review by the Commission.

Ms. Astrid Cante, CSEA Chapter President, spoke in support of Ms. Perkins. She expressed concern with the perceived manipulation of the hiring process and the alleged discrimination. Ms. Cante also requested a review by the Commission, and an update on the status of the Transportation Field Supervisor vacancy.

Ms. Cante addressed the Executive Assistant Non-Confidential position recently filled by an external candidate. She stated that higher-level positions should be available to internal candidates only to allow promotional opportunities for employees with district experience. Ms. Cante requested the Commission to consider promotional recruitments going forward.

CONSENT AGENDA

Mrs. Thompson motioned to approve the Consent Agenda Items for Ratification and Extension of Eligibility Lists, and Ratification of Transfers. Ms. Fuller seconded the motion and discussion was called for. Hearing none, the vote was called for. Unanimously approved.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Approval of Eligibility List with Less Than Three Ranks: Occupational Therapist

Ms. Fuller motioned to approve the eligibility list for Occupational Therapist. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Unanimously approved.

INFORMATION/REPORTS

Classified Update

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

Information from the Director, Personnel Commission

No report.

Comments from the Commissioners

Mrs. Duren thanked CSEA for their communication, and welcomed everyone back for the new school year.

CLOSED SESSION

None.

REPORT OUT


None.

NEXT MEETING

The next regularly scheduled meeting of the Personnel Commission is September 14, 2016 at 5:30 P.M. in Room 125 at Site 18.

Mrs. Thompson motioned to adjourn the meeting. Ms. Fuller seconded the motion. Meeting adjourned at 5:43 P.M.

Respectfully submitted,



Mary Theus

Acting Director, Personnel Commission

APPROVED

Kathleen Duren, Chairperson

Deneese Thompson, Vice-Chairperson

Rosa Fuller, Commissioner

Classified Update for August 10, 2016

1. Testing Status:

Accounting/Data Processing Tech	QAI scheduled 08/25/16
Bilingual Administrative Secretary	Performance/written examination to be scheduled
Bilingual Instructional Assistant	Examination scheduled 08/30/16
Bilingual School Secretary	Performance/written examination scheduled for 08/03/16, QAIs scheduled 08/09/16
Child Nutrition Manager	QAI scheduled 08/25/16
District Receptionist-Bilingual Preferred	Performance/written examination to be scheduled
Family Health Provider	Examination to be scheduled
Health Assistant/LVN	Examination to be scheduled
Lead Library Aide	Performance/written examination scheduled for 08/11/16
Paraeducator-Certified Interpreter I/II	QAIs to be scheduled
Paraeducator/LVN	QAI scheduled 08/16/16
Paraeducator Translator (DHH)	Examination scheduled 08/10/16
School Secretary	Performance/written examination scheduled for 08/03/16, QAIs scheduled 08/16/16

2. Postings:

Bilingual Instructional Assistant	Closed 08/10/16
Crossing Guard	Closes 08/30/16

Instructional Assistant I	Closes 08/23/16
Maintenance Worker II	Closes 08/23/16
Occupational Therapist	Continuous
Paraeducator Certified Interpreter	Continuous
Paraeducator Certified Interpreter II	Continuous
Special Education Instructional Assistant	Closes 08/24/16
Technology Technician	Closes 08/30/16

Personnel Commission Meeting
of the
Palmdale School District

Minutes of August 10, 2016 Special Meeting

CALL TO ORDER	The meeting was called to order by the Chairperson, Mrs. Kathleen Duren, at 6:00 P.M., followed by the Pledge of Allegiance led by Mrs. Duren
MEMBERS PRESENT	Mrs. Kathleen Duren, Chairperson Mrs. Deneese Thompson, Vice-Chairperson Ms. Rosa Fuller, Commissioner
STAFF PRESENT	Ms. Mary Theus, Acting Director, Personnel Commission Mrs. Susan McCormick, Administrative Secretary
PUBLIC COMMENTS CONCERNING AGENDA ITEMS	None.
PUBLIC COMMENTS CONCERNING NON-AGENDA ITEMS	None.
NEW BUSINESS	Approval of Eligibility List with Less Than Three Ranks Bilingual School Secretary Ms. Fuller moved to approve the eligibility list as presented. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Unanimously approved.
CLOSED SESSION	Recessed to closed session at 6:02 P.M. Reconvened to open session at 7:27 P.M.
REPORT OUT	None.
NEXT MEETING	The next regularly scheduled meeting for the Personnel Commission is September 14, 2016 at 5:30 P.M., Site 18, Room 125.

Respectfully submitted,



Mary Theus,
Acting Director, Personnel Commission

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: September 14, 2016 REPORT

TO: Personnel Commission x ACTION

FROM: Mary Theus
Acting 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.

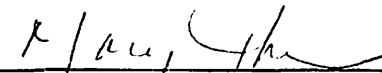
**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
September 14, 2016**

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
Accounting/Data Processing Technician	05/27/16	06/17/16	07/28/16	08/29/16	81	38	5	5	3	3	08/29/16	08/28/17	No	3
Bilingual ECE Teacher Assistant	05/16/16	06/06/16	07/28/16	08/02/16	50	19	2	NA	2	2	08/17/16	08/16/17	*Yes	4
Bilingual ECE Teacher Assistant	06/16/16	07/07/16	07/28/16	08/02/16	41	16	3	NA	1	1	08/17/16	08/16/17	*Yes	4
Bilingual Instructional Assistant	07/20/16	08/10/16	08/30/16	NA	44	23	13	NA	NA	13	08/31/16	08/30/17	*Yes	12
Child Nutrition Manager	05/17/16	06/07/16	07/13/16	08/25/16	10	4	4	NA	4	4	08/29/16	08/28/17	*Yes	6
ECE Teacher Assistant	05/16/16	06/06/16	07/27/16	08/02/16	51	23	4	NA	4	4	08/17/16	08/16/17	*Yes	11
ECE Teacher Assistant	06/16/16	07/07/16	07/27/16	08/02/16	62	23	3	NA	2	2	08/17/16	08/16/17	*Yes	11
Paraeducator/LVN	06/13/16	07/01/16	07/27/16	08/16/16	47	37	10	NA	10	10	08/16/16	08/15/17	No	7
Paraeducator-Translator	06/16/16	07/07/16	08/10/16	08/19/16	11	10	7	NA	6	6	08/23/16	08/22/17	*Yes	9
School Secretary	06/23/16	07/15/16	08/03/16	08/16/16	102	36	6	6	6	6	08/16/16	08/15/17	No	4

*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
Acting Director Personnel Commission

9/7/16

Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: September 14, 2016 _____ REPORT

TO: Personnel Commission x ACTION

FROM: Mary Theus
Acting 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 Secretary	9/24/15	9/23/16	3/23/17
Assistant Director Maintenance & Operations	9/29/15	9/28/16	3/28/17
Student Engagement Advocate	9/28/15	9/27/16	3/27/17

RECOMMENDATION

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

Transfers and Reassignments

- a. Ajungo, Paula
Rubio, Gabriela
Effective 08/08/16, Paraeducator Moderate-Severe, 5.75 hours/184 days, Reassignment Due to Elimination of Position, Growth
- b. Bowen, Tonia
Effective 08/08/16, Student Interventionist, from (OC) to (CM), Reassignment Due to Elimination of Position Growth
- c. Bradshaw-Cullen, Linda
Curtis, Cherie
Mecham, Dorothy
Vaughn Kelley, Jacqueline Welsh, Eriko
Effective 08/08/16, Speech Education Assistant, from 3.5 hours/182 days to 5.75 hours/184 days, Growth
- d. Chavez, Irma
Favela, Jasmin
Gonzalez, Alejandra
Hernandez, Daisy
Oldenburg, Gage
Thomas, Maria
Effective 08/08/16, Special Education Instructional Assistant I, from 3.5 hours/182 days to 5.75 hours/184 days, Growth
- e. Cibrian, Krystal from (DW) to (PDC)
Colon, Anita (PDC)
Reyes, Leslie (BV)
Effective 08/08/16, 6.5 hours/184 days, Reassignment Due to Elimination of Position
- f. Escamilla, Carmen
Effective 08/03/16, Bilingual Early Childhood Education Teacher Assistant, from (TW LAUP) to (TW Head Start) 3.75 hours/185 days, Reassignment Due to Elimination of Position
- g. Freistadt, Trisa
Effective 08/03/16, Early Childhood Education Teacher Assistant, 3.75 hours/185 days, from (Site 18 LAUP) to (Site 18 State Preschool), Replacement for Trisha Moya, Reassignment Due to Elimination of Position
- h. Gist, Sondra
Effective 08/08/16, Special Education Instructional Assistant I, 5.75 hours/184 days, from (CA) to (QV), Replacement for Katie McLaughlin, Reassignment Due to Elimination of Position
- i. Gray-Pitones, Deborah
Effective 08/08/16, from Child Nutrition Assistant I (CM) 3 hours/182 days to Child Nutrition Assistant II (SW), 5.75 hours/184 days, Replacement for Stephanie Powell Promotion

Transfers and Reassignments

- j. Irons, Elizabeth Effective 08/08/16, Special Education Instructional Assistant I, 5.75 hours/182 days, from (DGM) to (OC), Reassignment Due to Elimination of Position
Replacement for Melissa Crisp

- k. Krytzer, Devon Effective 07/18/16, from Child Nutrition Assistant I (OC) 3 hours/182 days to Grounds/Utility Maintenance Worker II (M & O), Replacement for Kevin Granger, Promotion

- l. Lazaro, Lorena Effective 08/08/16, Special Education Instructional Assistant I, from (DW) to (DR), 6.5 hours/184 days, Replacement for Edna McDougall, Reassignment Due to Elimination of Position

- m. Warmington, Brigitte Effective 08/08/16, Paraeducator Moderate-Severe, 5.75/ 184 days (BV), Replacement for Lynette Gruca
Reassignment Due to Elimination of Position

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE:	September 14, 2016	REPORT
TO:	Personnel Commission	<u>X</u> ACTION
FROM:	Mary Theus Acting Director, Personnel Commission	
RE:	APPROVAL OF ELIGIBILITY LIST WITH LESS THAN THREE RANKS: LEAD LIBRARY AIDE	

BACKGROUND

A primary function of the Personnel Commission is to recruit and select qualified candidates for employment with the District based on the merit system. Through the selection process, candidates are tested and ranked on the basis of their overall knowledge, skills, and abilities.

STATUS

Recruitment efforts for the classification of Lead Library Aide has been ongoing since May 17, 2016. This position is responsible for overseeing library operations at the school sites. Currently we have two eligible applicants who meet all minimum qualifications and have successfully completed the examination process. To support the needs of the Educational Services Division, a list of fewer than three ranks is presented for your consideration and approval.

RECOMMENDATION


It is recommended that the Personnel Commission approve the eligibility list for Lead Library Aide, as presented.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
September 14, 2016**

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
Lead Library Aide (Promotional)	05/17/16	06/07/16	08/11/16	08/29/16	4	1	1	1	1	1				
Lead Library Aide	06/17/16	07/08/16	08/11/16	08/29/16	54	8	8	1	1	1	08/29/16	08/28/17	Yes	1

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
 Acting Director Personnel Commission

8/30/16

 Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE:	September 14, 2016	REPORT
TO:	Personnel Commission	<u>X</u> ACTION
FROM:	Mary Theus Acting Director, Personnel Commission	
RE:	APPROVAL OF ELIGIBILITY LIST WITH LESS THAN THREE RANKS: PARAEDUCATOR CERTIFIED INTERPRETER (DHH)	

BACKGROUND

A primary function of the Personnel Commission is to recruit and select qualified candidates for employment with the District based on the merit system. Through the selection process, candidates are tested and ranked on the basis of their overall knowledge, skills, and abilities.

STATUS

Recruitment efforts for the classification of Paraeducator Certified Interpreter (DHH) are continuous, with a limited number of applicants. Currently we have one applicant who meets all minimum qualifications and has completed the examination process. Due to an ongoing need for qualified candidates, the District would like the ability to interview and select, if appropriate, from the one candidate. Therefore, a list of fewer than three ranks is presented for your consideration and approval.

RECOMMENDATION

It is recommended that the Personnel Commission approve the eligibility list for Paraeducator Certified Interpreter (DHH), as presented.


**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
September 14, 2016**

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
Paraeducator-Certified Interpreter (DHH)	Continuous		07/19/16	08/19/16	1	1	1	1	1	1	08/23/16	08/22/17	*Yes	2

*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
Acting Director Personnel Commission

8/30/16
Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: September 14, 2016 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Acting Director, Personnel Commission

RE: APPROVAL OF ELIGIBILITY LIST WITH LESS THAN THREE RANKS:
PARAEDUCATOR CERTIFIED INTERPRETER II (DHH)

BACKGROUND

A primary function of the Personnel Commission is to recruit and select qualified candidates for employment with the District based on the merit system. Through the selection process, candidates are tested and ranked on the basis of their overall knowledge, skills, and abilities.

STATUS

Recruitment efforts for the classification of Paraeducator Certified Interpreter II (DHH) are continuous, with a limited number of applicants. Currently we have one applicant who meets all minimum qualifications and has completed the examination process. Due to a need to support the special education needs of the District, it is requested that the eligibility list be approved when a qualified candidate is identified. Therefore, a list of one eligible is presented for your consideration and approval.

RECOMMENDATION

It is recommended that the Personnel Commission approve the eligibility list for Paraeducator Certified Interpreter II (DHH), as presented.

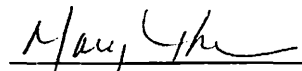
**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
September 14, 2016**

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
Paraeducator-Certified Interpreter II (DHH)	Continuous		07/19/16	08/19/16	1	1	1	1	1	1	08/23/16	08/22/17	No	1

*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
Acting Director Personnel Commission

8/30/16

Date