



PERSONNEL COMMISSION

Wednesday, January 13, 2021 - 5:30 P.M.
37230 37th Street East,
Palmdale, CA 93550

AGENDA OF RESCHEDULED REGULAR MEETING

You are invited to Join a Zoom Meeting

When: January 13, 2021 at 5:30 PM Pacific Time

Topic: Regular (Virtual) Meeting of the Personnel Commission - 01/13/2021

Please click the link below to join the webinar:

<https://palmdalesd.zoom.us/j/91690014201>

Or iPhone one-tap:

US: +12133388477,,91690014201#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 213 338 8477

MEETING ID: 916 9001 4201

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Mrs. Deneese Thompson, Chairperson
Mr. Dale Speights, Vice Chairperson
Mrs. Kathleen Duren, Commissioner

I. PRELIMINARY BUSINESS

A. Approval of Meeting Minutes – December 09, 2020

ACTION

26-20/21

II. PUBLIC COMMENTS

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

The Personnel Commission is committed to public input and participation in Personnel Commission meetings in a manner that is consistent with guidance provided by our county public health official. Given the current shelter in place order in Los Angeles County, we are making available remote, online participation in order to promote the safety and health of our community. We will not have in person public participation during this period due to the health and safety risks it poses. You may call in to the meeting to provide public comment via Zoom. You can join the Zoom Meeting from a computer, mobile device, or tablet. The Zoom meeting information is above and provided on the district's website for every Personnel Commission meeting agenda, as long as needed during the COVID-19 pandemic.

In compliance with the American with Disabilities Act, if you need special assistance 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.

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.

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

ACTION
27-20/21

IV. NEW BUSINESS

- A. Approval of Expense over \$500 – LaserJet Printer

ACTION
28-20/21

V. AGENDA REPORTS

- A. First Reading
 - 1. Proposed Revision to Personnel Commission Rules and Regulations
 - a. Reclassification, Chapter 3, Section 3

VI. INFORMATION/COMMENTS

- A. Classified Update
- B. Comments from Director
- C. Comments from Commissioners

VII. 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. Confidential/Personnel Matters

VIII. RECONVENE TO OPEN SESSION

IX. REPORT OUT ANY ACTIONS TAKEN IN CLOSED SESSION

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code, Section 54957
 - 1. Confidential/Personnel Matters

X. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: February 10, 2021 at 5:30 P.M.

OPEN SESSION ADJOURNMENT _____ P.M.

Personnel Commission Meeting
of the
Palmdale School District

Minutes of December 9, 2020 Regular (Virtual) Meeting

Zoom Meeting ID: 930 4010 6764

CALL TO ORDER

The meeting was called to order at 5:31 P.M. by Commissioner Duren, who led the Pledge of Allegiance.

MEMBERS PRESENT

Mrs. Kathleen Duren, Chairperson
Mrs. Deneese Thompson, Vice-Chairperson
Mr. Dale Speights, Commissioner

STAFF PRESENT

Ms. Mary Theus, Director, Personnel Commission
Ms. Esthefany Iraheta, Administrative Secretary

PRELIMINARY BUSINESS

Organizational Procedure

Commissioner Duren motioned with a second by Commissioner Speights, to appoint Commissioner Thompson as Chairperson of the Personnel Commission effective January 1, 2021. There was no discussion, and the motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

Commissioner Duren motioned with a second by Commissioner Thompson, to appoint Commissioner Speights as Vice-Chairperson of the Personnel Commission effective January 1, 2021. There was no discussion, and the motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

Approval of Meeting Minutes

Commissioner Thompson motioned to approve the minutes recorded for the November 10, 2020 regular meeting, with Commissioner Duren providing a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

**PUBLIC COMMENTS CONCERNING
AGENDA ITEMS**

There were no comments concerning items on the agenda.

**PUBLIC COMMENTS REGARDING
NON-AGENDA ITEMS**

Ms. Helena Perkins, President of CSEA Chapter 296, congratulated the Commissioners on their new appointments for 2021. She stated she hopes they will continue to listen to classified employee concerns and carefully consider actions that may affect the classified service. She appreciates all that the Commission has done, and wished everyone a happy holiday.

CONSENT AGENDA

Commissioner Thompson motioned to approve the Consent Agenda items for the Ratification and Extension of eligibility lists as well as the Ratification of Transfers, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

Commissioner Thompson motioned to approve the Consent Agenda item for Nullification of Eligibility Lists, with Commissioner Speights providing a second. Ms. Theus reported that the Bilingual Early Childhood Education Teacher Assistant classification was inadvertently excluded from the list of nullifications. The revised item was provided in their packets and will be included in the agenda posted for public view, and documented for official

record when approved. The vote was called to approve the nullification item as revised, and the motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

NEW BUSINESS

Approval of Eligibility List with Fewer Than Three Ranks:

Bilingual Early Childhood Education Teacher Assistant

Commissioner Thompson motioned to approve the eligibility list, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

Approval of Reclassification Request: Assistant Director, Human Resources to Director-Classified Personnel

Commissioner Thompson motioned to approve the District's request to reclassify Ms. Solange Henriquez, Assistant Director, Human Resources to Director-Classified Personnel, with Commissioner Speights providing a second. Ms. Theus noted the transition will be effective December 14, 2020. There was no discussion, and the motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye.*

INFORMATION/COMMENTS

Classified Update

Ms. Theus distributed the Classified Update. It is attached as part of the official minutes. She reported the postponement of several examinations due to the recent Safer at Home order.

Comments from Director, Personnel Commission

Ms. Theus congratulated the Commissioners on their new appointments for 2021, and Ms. Henriquez on her reclassification to Director-Classified Personnel. Ms. Theus also stated that it has been unique year, and hopes everyone can stay positive and safe while trying to unwind and relax during the winter break.

Comments from Commissioners

Commissioner Thompson commented that she has had plenty of time to unwind. She misses her volunteer work at a school site and hopes school operations can resume as normal soon. She extended her wishes for staff to have a safe and happy holiday.

Mr. Speights expressed the same sentiments to classified employees and colleagues for a safe and joyous holiday.

Mrs. Duren congratulated her fellow Commissioners on their appointments as Chair and Vice-Chair for 2021. She also conveyed to classified employees and all staff to take care, and enjoy a restful and happy holiday.

CLOSED SESSION

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code Section 54957
1. Confidential/Personnel Matters

RECESS TO CLOSED SESSION

The Commission did not recess to a closed session.

ADJOURNMENT

On a motion by Commissioner Thompson and second by Commissioner Speights, with Commissioner Duren voting yes, the meeting adjourned at 5:44 P.M.

Respectfully submitted,



Mary Theus
Director, Personnel Commission

APPROVED:

Kathleen Duren, Chairperson

Deneese Thompson, Vice Chairperson

Dale Speights, Commissioner



Palmdale School District

Launching a lifetime of learning

Personnel Commission

37230 37th Street East
Palmdale, CA 93550
661.285.2902
661.285.2137 Fax

www.palmdalesd.org

*Kathleen Duren, Commissioner
Deneese Thompson, Commissioner
Dale Speights, Commissioner
Mary Theus, Director*

Classified Update for December 9, 2020

Testing Status:

Accounting Clerk II	QAI – 11/19/20
Accounting/Data Processing Technician	QAI – 11/16/20
Bilingual School Secretary	Performance/written exams scheduled for 12/8, 12/9, and 12/10/20 – POSTPONED QAI scheduled for 12/16/20 – POSTPONED
Child Nutrition Assistant I	Written exams pending
Health Assistant/LVN	Performance/written exam – 11/16/20, 11/17/20; QAI – 12/14/20
Instructional Assistant I	Written exams scheduled for 11/30/20 and 12/1/20 – POSTPONED
Library Aide	Performance/written exams – 11/18/20; QAI – 12/15/20

Postings:

Benefits/Payroll Clerk	Closes 12/18/20
Bilingual ECE Teacher Assistant	Continuous
ECE Teacher Assistant	Continuous
Occupational Therapist	Continuous
Paraeducator-Certified Interpreter I/II	Continuous

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	January 13, 2021	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus 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
January 13, 2021**

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
Health Assistant/LVN	10/14/20	11/03/20	11/16, 11/17/20	12/14/20	39	22	4	5	4	4	12/14/20	12/13/21	*Yes	7
Library Aide	10/15/20	11/04/20	11/18, 12/14/20	12/15/20	92	13	5	7	5	5	12/15/20	12/14/21	*Yes	8

*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

Mary Theus
Director, Personnel Commission

1/08/2021

Date

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE January 13, 2021 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
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
Credentials Analyst	01/23/2020	01/22/2021	07/22/2021
Custodian I	08/02/2019	02/01/2021	08/01/2021
Executive Assistant – Confidential	07/15/2019	01/14/2021	07/14/2021
Mental Health-Intensive Case Manager	01/15/2020	01/14/2021	07/14/2021
Student Engagement Advocate	08/08/2019	02/07/2021	08/07/2021

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 January 13, 2021 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
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
Health Assistant/LVN	02/28/2020	02/27/2021
Library Aide	10/21/2019	04/20/2021

RECOMMENDATION

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

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	January 13, 2021	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	RATIFICATION OF TRANSFER(S)	

STATUS

As provided for in the Personnel Commission Rules and Regulations and the Collective Bargaining Agreement, 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**01/13/2021**

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	De Dios, Geraldine	12/1/2020	From Parent/Community Liaison (MQ) 8.0 hrs/182 days, to Accounting/Data Processing Tech. (Fiscal) 8.0 hrs/12 mo.	Promotion Replacement for Maria Carmen Serrano
b.	Echols, Jason	11/23/2020	Custodian II from (CH) to (MZ), 8.0 hrs/12 mo.	Transfer Replacement for Ernest Maldonado
c.	Garcia, Emidio	11/16/2020	From Accounting/Data Processing Tech. (Fiscal) to Student Information Services Supervisor (WEC) 8.0 hrs/12 mo.	Promotion Replacement for Armando Ledezma
d.	Maldonado, Ernest	11/23/2020	Custodian II from (MZ) to (Innov. Academy), 8.0 hrs/12 mo.	Transfer Growth

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	January 13, 2021	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVAL OF EXPENSE OVER \$500: LASER PRINTER	

BACKGROUND

The LaserJet printer currently used by staff in the Personnel Commission office is outdated and no longer functions efficiently when printing small to large jobs. Repair efforts have been ineffective.

STATUS

The cost of purchasing a new printer through a contracted provider used by Technology Services is \$1,543.95 as evidenced on the attached quote. The approved Personnel Commission budget for the 2020-2021 year will adequately cover this expense.

RECOMMENDATION

It is recommended that the Personnel Commission approve the proposed expense over \$500 to purchase a replacement printer for Personnel Commission staff.



Quote	Q00124408
Date	12/15/2020
Page	1

Bill To:

Palmdale School District
DO NOT MAIL - Please Email Invoices to:
acctpayable@palmdalesd.org
Palmdale, CA 93550-3419

Ship To:

Palmdale School District
39139 10th Street East
PSD Warehouse
Palmdale CA 93550-3419

Quote Number	Customer ID	Salesperson ID	Shipping Method	Payment Terms		Master No.
Q00124408	PAL550	ehart	BEST	Net 30		368,414
Quantity	Item Number	Description	UOM	Unit Price	Ext. Price	
1	7PS85A#BGJ	HP LaserJet Enterprise M611x Printer - Monochrome	Each	\$1,410.00	\$1,410.00	
1	NASPO-HPI-CA	WSCA NASPO Contract MNNVP-133 CA PA 7-15-70-34-001 Pricing is valid until 6/29/21. Pricing on PO's will be updated to reflect any HP promotional pricing available at the time of purchase	Each	\$0.00	\$0.00	

Please let me know if you have any questions.
Please contact me at erica@sehi.com. Thanks, Erica

Subtotal	\$1,410.00
Misc	\$0.00
Tax	\$133.95
Freight	\$0.00
Trade Discount	\$0.00
Total	\$1,543.95

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	January 13, 2021	<u> X </u>	REPORT
TO:	Personnel Commission		ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	FIRST READING – PROPOSED REVISION TO PERSONNEL COMMISSION RULES AND REGULATIONS: ADDITION TO CHAPTER 3, SECTION 3 - RECLASSIFICATION		

BACKGROUND

The Personnel Commission ("Commission") at its meeting of October 14, 2020, approved a revision to its Rules and Regulations Chapter 3, Section 3 - Reclassification. A new item with additional language is proposed to define the probationary period for a reclassification.

STATUS

The Personnel Commission Director submitted proposed language to the Commission's legal counsel for review and feedback. It is now presented for a first reading and will be brought back for a second reading and/or approval at the next regular meeting.

SECTION 3 RECLASSIFICATION

ITEM 3.24 PROBATIONARY PERIOD AFTER RECLASSIFICATION

An incumbent who has served two (2) or more years and is reclassified upward within the position (with the change in title) shall not be required to satisfy a new probationary period in the higher class.

An incumbent who has not been in their class for two (2) or more years may be reclassified in the higher class position only after passing a qualifying examination prescribed by the Personnel Commission for the higher class. The probationary period shall be 130 working days in the new classification before attaining permanency in the higher class.