



Personnel Commission
Monday, July 13, 2020 - 10:00 A.M.
37230 37th Street East
Palmdale, CA 93550

AGENDA OF RESCHEDULED MEETING

You are invited to Join a Zoom Meeting

When: July 13, 2020 at 10:00 AM Pacific Time

Topic: Regular (Virtual) Meeting of the Personnel Commission - 07/13/2020

Please click the link below to join the webinar:

<https://palmdalesd.zoom.us/j/94025217725>

TELEPHONE ACCESS:

Dial-In: +1.669.900.6833

Meeting ID: 940 2521 7725#

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

I. PRELIMINARY BUSINESS

A. Approval of Meeting Minutes – June 10, 2020

ACTION

01-20/21

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 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.

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
02-20/21

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

IV. NEW BUSINESS

ACTION
03-20/21

- A. Approval of Revised Leadership Job Description:
Family Partnership Specialist

V. INFORMATION/REPORTS

- A. Monthly Expense Review
- B. Classified Update
- C. 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. Confidential/Personnel Matters

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. Confidential/Personnel Matters

IX. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: August 12, 2020 at 5:30 P.M.

OPEN SESSION ADJOURNMENT _____ P.M.

Personnel Commission Meeting
of the
Palmdale School District

Minutes of June 10, 2020 Regular (Virtual) Meeting

CALL TO ORDER

Chairperson Kathleen Duren called the meeting to order at 5:45 P.M., followed by the Pledge of Allegiance led by Mary Theus.

**MEMBERS PRESENT
VIA ZOOM CONFERENCING**

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

A quorum was present.

STAFF PRESENT

Ms. Mary Theus, Director, Personnel Commission

PRELIMINARY BUSINESS

Approval of Meeting Minutes

Commissioner Thompson moved to approve the minutes recorded for the May 13, 2020 regular meeting, with Commissioner Speights providing a second, and discussion was called. Hearing none, the motion carried by unanimous vote. *Aye: Duren, Speights, Thompson*

**PUBLIC COMMENTS CONCERNING
AGENDA ITEMS**

Ryan Beardsley, Assistant Superintendent of Human Resources, thanked the Commission for considering the job description for Director-Classified Personnel. He stated the discussion regarding the need for this position is long overdue, and the duties and obligations for the position are clearly defined. However, given the District's current circumstances, he feels that it would be irresponsible to ignore the looming budget cuts as the District decides how to be proactive in a potential recession. Mr. Beardsley further stated, when looking at the structure of the H.R. department, the job description and comparisons from surrounding districts, he truly feels the position is merited and crucial to the H.R. department moving forward. Yet, he also recognizes that management must lead by example when faced with challenges. Therefore, while he strongly advocates for the acceptance of the Director classification and salary schedule placement, he is making the unorthodox suggestion asking the Commission to postpone recruitment until such time that the position can be filled with a firm grasp of the ramifications of potential cuts to the budget.

Astrid Cante, Administrative Secretary, commented on the proposed job description for Director-Classified Personnel. She first thanked Mr. Beardsley for recognizing these very hard and uncertain budgetary times, and suggesting that recruitment be delayed. She expressed her concern with the proposal of a new leadership job description that would afford an increase in pay, and leave classified behind when faced with possible furlough days, no pay increases, hiring freezes, etc. She wants the District to submit a positive budget and not operate in the negative to hopefully prevent cuts.

Ms. Cante asked the Commission to table approval of the job description until there is financial certainty for the new fiscal year. She said the financial responsibility is on everyone. There are too many variables to consider, such as COVID, to make such an approval before the school year ends. She also recognized the extent of work performed by classified staff, and suggested the Commission continue their work in reviewing the classified schematic for

salary equity before making any possible moves. Ms. Cante ended her comments by thanking the Commission and its staff for all of the hard work that has been done.

**PUBLIC COMMENTS REGARDING
NON-AGENDA ITEMS**

Marilyn Villaresis, Fingerprint Technician, spoke regarding the positioning of her classification on the Schematic List of Classes. She outlined the duties and responsibilities of her position as well as the additional clerical support that she provides to Human Resources. She mentioned the lack of opportunities that come her way for out-of-class assignments due to the placement of her classification on the schematic. Ms. Villaresis requested the Commission to consider changing the position of her class on the schematic from the Technical, Specialized Classes to Secretarial, Clerical Classes based on the clerical duties that she consistently performs.

CONSENT AGENDA

Commissioner Thompson moved to approve the Consent Agenda as presented, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Aye: Duren, Speights, Thompson.*

NEW BUSINESS

Approval of the 2020-2021 Membership in PCASC

Commissioner Thompson motioned to approve membership in PCASC for the 2020-2021 year, with Commissioner Speights providing a second and discussion was called. Hearing none, the motion carried by unanimous vote. *Aye: Duren, Speights, Thompson*

Approval of NEOGOV Insight Software Renewal for 2020-2021

Commissioner Thompson motioned to approve the NEOGOV Insight Enterprise Applicant Software renewal for the 2020-2021 year, with Commissioner Speights providing a second and discussion was called. In response to Commission inquiry, Ms. Theus clarified the expense will be shared between Human Resources and the Personnel Commission with each paying 50% of the renewal rate. Hearing no further discussion, the motion carried by unanimous vote. *Aye: Duren, Speights, Thompson.*

Approval of NEOGOV Onboard Software Renewal for 2020-2021

Commissioner Thompson motioned to approve the NEOGOV Onboard Software renewal for the 2020-2021 year, with Commissioner Speights providing a second and discussion was called. Hearing none, the motion carried by unanimous vote. *Aye: Duren, Speights, Thompson.*

Approval of the Biddle OPAC Software Renewal for 2020-2021

Commissioner Thompson motioned to approve the Biddle OPAC Software renewal for the 2020-2021 year, with Commissioner Speights providing a second and discussion was called. Hearing none, the motion carried by unanimous vote. *Aye: Duren, Speights, Thompson.*

Approval of New Leadership Classification: Director-Classified Personnel

Commissioner Thompson approved the new leadership classification and salary schedule placement for Director-Classified Personnel, with Commissioner Speights providing a second, and brief discussion ensued. It was clarified that the job description would be approved, but recruitment

NEW BUSINESS – continued

would not move forward anytime soon. Commissioner Thompson commented that we should go slow until budget is determined. Commissioner Speights stated that he would like to see balance. It is difficult to approve a new job with a higher salary when cuts to the work force are looming. Commissioner Duren mentioned that a classified Director is long overdue, and the classified employees deserve the level of support that certificated employees receive. She further stated, that although Mr. Beardsley was clear in his request, the Commission wants to be certain until the economic times are better, that they will not be asked to recruit for this position. Hearing no further discussion, the motion carried by the following vote: *Aye: Duren, Thompson*
Opposed: Speights

**Approval of Americans with Disabilities Act (ADA) Compliant Form:
Director-Classified Personnel**

Commissioner Thompson approved the ADA Compliant Form for Director-Classified Personnel, with Commissioner Speights providing a second, and discussion was called. Hearing none, the motion carried by the following vote: *Aye: Duren, Thompson* *Opposed: Speights*

INFORMATION/REPORTS

Classified Update

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

RECESS TO CLOSED SESSION

Recessed at 6:16 PM

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. Recruitment and Exam Procedures
3. Confidential/Personnel Matters

RECONVENE TO OPEN SESSION

Reconvened at 7:36 P.M.

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. Recruitment and Exam Procedures
3. Confidential/Personnel Matters

REPORT OUT ACTIONS

The Personnel Commission conferred, delivered and discussed with the Director, Personnel Commission the performance evaluation.

ADJOURNMENT

On a motion by Commissioner Thompson and second by Commissioner Speights, the meeting adjourned at 7:37 P.M.

Respectfully submitted,

Mary L. Theus

Director, Personnel Commission

APPROVED:

Kathleen Duren, Chairperson

Deneese Thompson, Vice Chairperson

Dale Speights, Commissioner

Classified Update for June 10, 2020

Testing Status:

Administrative Clerk II	Performance/Written exam - TBD
Bilingual/ECE Teacher Assistant	Written Exam pending
Bilingual Typist Clerk	QAI – TBD
District Chef	SME Review
Executive Assistant Non-Confidential	Performance/Written exam – TBD
Leaves Analyst	Performance/Written exam 05/27/20
Maintenance Worker II	QAI – TBD
Noon Duty/Campus Assistant	Written Exam – TBD
Paraeducator Moderate to Severe	Written Exam – TBD
Paraeducator – Translator (DHH)	Written Exam - TBD
Personnel Analyst	QAI – TBD
School Secretary	QAI 06/12/20 (via Zoom)
Special Education Instr Assistant	Written Exam - TBD
Warehouse Worker/Delivery Driver II	QAI - TBD

Postings:

Bilingual ECE Teacher Assistant	Continuous
District Receptionist Promo Only	Closes 06/15/20
ECE Teacher Assistant	Continuous
Leaves Analyst (Re-posted)	Closes 06/19/20
Occupational Therapist	Continuous
Paraeducator-Certified Interpreter I/II	Continuous

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	July 13, 2020	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
July 13, 2020**

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 Typist Clerk	01/17/20	02/06/20	03/04/20	06/16/20	77	67	21	21	17	17	06/16/20	06/15/21	No	10
District Chef	04/16/20	05/18/20	06/10/20	06/24/20	11	5	5	NA	4	4	06/24/20	06/23/21	No	4
District Receptionist	05/26/20	06/15/20	06/22/20 06/23/20	07/01/20	18	13	8	8	8	8	07/01/20	06/30/21	No	3
Paraeducator Moderate to Severe	03/12/20	04/01/20	06/17/20	06/22/20	44	13	4	NA	4	4	06/22/20	06/21/21	*Yes	8
School Secretary	02/14/20	03/06/20	05/14/20 05/28/20	06/12/20	107	29	9	9	7	7	06/12/20	06/11/21	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
Mary Theus
Director, Personnel Commission

July 1, 2020
Date

DATE	July 13, 2020		REPORT
TO:	Personnel Commission	<u>X</u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	EXTENSION OF ELIGIBILITY LIST(S)		

The eligibility list(s) for the following classification(s) still contain(s) a sufficient number of qualified ranks.

Job Classification	Effective Date	Expiration Date	Date Extended
Custodian I	08/02/2019	08/01/2020	02/01/2021
Executive Assistant-Confidential	07/15/2019	07/14/2020	01/14/2021
Student Engagement Advocate	08/08/2019	08/07/2020	02/07/2021

RECOMMENDATION

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

DATE	July 13, 2020		REPORT
TO:	Personnel Commission	<u> X </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	NULLIFICATION OF ELIGIBILITY LIST(S)		

The eligibility list(s) for the following classifications have expired or have insufficient ranks remaining.

Job Classification	Effective Date	Expiration Date
Paraeducator-Moderate to Severe	02/25/2020	02/24/2021

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

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	July 13, 2020	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

07/08/2020

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Alvarez, Yaly Y.	6/1/2020	Bilingual Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (Site 18)	Growth Increase by seniority
b.	Carbajal Carlos, Rosicela	06/01/2020	Bilingual Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (Site 18)	Growth Increase by seniority
c.	Carwile, Adraine E.	6/1/2020	Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days (Highland) to 5.75 hrs/185 days (Ave J)	Growth Increase by seniority
d.	Castro Cisneros, Andres	6/1/2020	From Instructional Assistant I (OT) 5.75 hrs/182 days, to Bilingual Instructional Assistant (MZ) 5.75 hrs/182 days	Promotion Growth
e.	Davis-Frey, Deborah	6/1/2020	Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (PT)	Growth Increase by seniority
f.	Flores, Ariana	06/01/2020	Bilingual Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (Ave. J)	Growth Increase by seniority
g.	Freistadt, Trisa	06/01/2020	Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (Site 18)	Growth Increase by seniority
h.	Galvez, Rosaura	06/01/2020	Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (CH)	Growth Increase by seniority
i.	Gonzalez, Jenny	4/16/2020	From Special Education Instructional Asst (First Steps) 5.75 hrs/182 days, to Paraeducator-Moderate to Severe (BV) 5.75 hrs/182 days	Promotion Replacement for Irma Pineda-Torres
j.	Isaac, Mariah R.	4/16/2020	From Special Education Instructional Asst II (First Steps) 5.75 hrs/182 days, to Paraeducator-Moderate to Severe (PDC) 5.75 hrs/182 days	Promotion Replacement for Angelica Casillas
k.	Jimenez, Richard	6/1/2020	Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (YU)	Growth Increase by seniority
l.	Loera, Melisia	6/1/2020	Bilingual Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (Wilsona)	Growth Increase by seniority
m.	Lopez, Claudia M.	6/1/2020	Bilingual Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (Site 18)	Growth Increase by seniority
n.	Montgomery, Elena	6/1/2020	Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (TA)	Growth Increase by seniority
o.	Munerlyn, Christine N.	6/1/2020	Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (D.O.)	Growth Increase by seniority
p.	Niada, Karina	6/1/2020	Bilingual Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (OC)	Growth Increase by seniority

Transfers and Reassignments

07/08/2020

q.	Paniagua, Rosa	6/1/2020	Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (CH)	Growth Increase by seniority
r.	Perry, Marie	6/1/2020	Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (OC)	Growth Increase by seniority
s.	Ramirez, Andrea I.	6/1/2020	Bilingual Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (CH)	Growth Increase by seniority
t.	Ramos, Stephanie	06/01/2020	From Instructional Assistant I (TW) 5.75 hrs/182 days, to Administrative Clerk I (DGM) 5.75 hrs/10 mo.	Replacement for Anna Kamalyan
u.	Renteria, Griselda	06/01/2020	Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (CH)	Growth Increase by seniority
v.	Ressler, Deanna	06/01/2020	Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (Site 18)	Growth Increase by seniority
w.	Ruiz, Luz Elena	06/01/2020	Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (Highland)	Growth Increase by seniority
x.	Schlichting, Catherine	06/01/2020	Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (Ch)	Growth Increase by seniority
y.	Slozak, Allison	06/01/2020	Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (PT)	Growth Increase by seniority
z.	Soto Sotelo, Dulce	06/01/2020	Bilingual Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (PT)	Growth Increase by seniority
aa.	Tacanga, Xiomara	06/01/2020	Bilingual Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (MQ)	Growth Increase by seniority

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	July 13, 2020	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVAL OF REVISIONS TO LEADERSHIP JOB DESCRIPTION: FAMILY PARTNERSHIP SPECIALIST	

BACKGROUND

Recent communication with the Director, Early Childhood Education regarding the accuracy of the existing job description for Family Partnership Specialist indicated a need for several revisions prior to posting for the recruitment of qualified applicants.

STATUS

The proposed revisions to the job description more accurately represent the position, and supports the federal and state program guidelines. (Head Start Performance Standard § 1392.91(e)(7))

The salary placement is unaffected.

RECOMMENDATION

It is recommended that the Personnel Commission approve the revisions to the Family Partnership Specialist job description as presented.

FAMILY PARTNERSHIP SPECIALIST - HEAD START

Bargaining Unit: Management

SALARY RANGE

\$70,663.00 - \$85,892.00 Annually

DEFINITION:

Under the direction of the Director of Early Childhood, or designee, to coordinate and monitor the social services and parent involvement programs of the Head Start/State Preschool program. **Provides supervision to assigned staff.**

SUPERVISION RECEIVED AND EXERCISED:

~~Provides supervision to assigned staff~~

EXAMPLE OF DUTIES:

MAJOR DUTIES AND RESPONSIBILITIES:

1. ~~Conduct~~ **Assist with the** annual federally mandated internal program assessment;
2. Conduct annual community assessment **and family self-**assessment; analyze, collect and interpret data regarding families and community for annual refunding application;
3. ~~Coordinate~~ **Assist the Eligibility, Recruitment, Selection, Enrollment and Attendance ("ERSEA") area with** the recruitment and enrollment of the Head Start/Early Head Start families;
4. ~~Update enrollment status monthly;~~
4. Establish community partnerships; serve as a liaison between other public and private agencies; develop Memorandums of Understanding (MOU) with community agencies (WIC, CCRC, etc.), as appropriate;
5. ~~Oversee the monitoring of all student files for accuracy; monitor Non-federal share (In-kind) contributions;~~
5. Maintain all necessary records and documentation for Social Services report;
6. Interpret federal, state and local policies relating to the social services/parent involvement programs;
7. Coordinate Policy Committee **meetings, Parent Committee meetings,** and parent trainings;
8. Maintain calendar of parent events; oversee the editing, updating and publishing of monthly parent calendar and annual parent handbook; train parent volunteers;
9. Provide resources to facilitate parent input into program planning, implementation, and evaluation;
10. Monitor center-based meetings and elections;
11. Assist and monitor families in goal setting;
12. Supervise Developing a Partnership (DAP) program and other assigned programs;
13. Train, supervise and evaluate assigned personnel;
14. Other related duties, as assigned.

PROPOSED REVISION

(7/13/2020)

QUALIFICATIONS:

Knowledge of:

1. Current parenting activities and techniques.
2. Local community and educational agencies to establish community partnerships, and provide assistance and programs on effective parenting.
3. Head Start performance standards.
4. Principles and procedures of recordkeeping.
5. Oral and written communication skills.

Ability to:

1. Organize and present workshops and other educational programs to staff and other agencies;
2. Work effectively in a **multi-ethnic** setting;
3. Work effectively with staff, parents, community members and those contacted in the daily course of work;
4. Coordinate with local and community agencies for family and children's services.
5. Work independently and productively, demonstrating initiative and innovations, with minimal supervision.
6. Interpret and successfully apply a variety of federal and state laws, regulations and guidelines as they relate to Early Childhood education and related programs.
7. Communicate effectively, both orally and in writing.
8. Operate computer and appropriate software programs.
9. Read, write, and speak in another language (Spanish).

EXPERIENCE AND EDUCATION:

Education:

Bachelor's degree in Child Development, Human Development, Social Sciences or related field.

Experience:

Minimum of three (3) years working with Head Start, State Preschool or state/federally funded early childhood child care program.

LICENSE AND CERTIFICATIONS:

- Pursuant to the Head Start Program Performance Standard, staff who work directly with families on the family partnership process hired after November 7, 2016, must have within eighteen (18) months of hire, at a minimum, a credential or certification in Social Work, Human Services, Family Services, Counseling or a related field; or, a Family Development Credential.
- Must have use of an automobile with adequate insurance coverage and a valid California driver's license with an acceptable driving record substantiated by a copy of DMV records.

Other Requirements:

~~Ability to read, write and speak in another language other than English (Spanish).~~

PROPOSED REVISION

(7/13/2020)

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	July 13, 2020	<u> X </u>	REPORT
TO:	Personnel Commission		ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	MONTHLY EXPENSES REVIEW		

BACKGROUND

The annual budget of the Personnel Commission is approved by May 30th of each year in accordance with Education Code section 45253. Expenses processed each month are shown by object code.

STATUS

The monthly expenses by object code for July 2020 are provided for review. Further expense reports will be provided quarterly as established by the Personnel Commission.

Personnel Commission Operating Budget - FY 20/21

Report Run: 7/2/2020

Dist Obj	Sch Loc	Schl Loc Desc		Current Operating Budget	Expenditure	Encumbrance	Total Obligated	Remaining Balance
4320	2300000	Personnel Commission	Supplies - Buyout	4,000.00	0.00	0.00	0.00	4,000.00
4320	8200000	Personnel Commission	Supplies - Custodian	1,500.00	0.00	0.00	0.00	1,500.00
4393	8200000	Personnel Commission	Water - Bottled	500.00	0.00	0.00	0.00	500.00
4480	2300000	Personnel Commission	Equip - Tech Non Cap	2,000.00	0.00	0.00	0.00	2,000.00
5210	2300000	Personnel Commission	Mileage	250.00	0.00	0.00	0.00	250.00
5220	2300000	Personnel Commission	Travel & Conference	11,300.00	0.00	0.00	0.00	11,300.00
5310	2300000	Personnel Commission	Dues & Memberships	3,960.00	0.00	3,900.00	3,900.00	60.00
5712	2300000	Personnel Commission	Direct Costs - Printing	400.00	0.00	0.00	0.00	400.00
5719	2300000	Personnel Commission	Direct Costs - Mailing	600.00	0.00	0.00	0.00	600.00
5810	2300000	Personnel Commission	Advertising	2,000.00	0.00	0.00	0.00	2,000.00
5822	2300000	Personnel Commission	Legal	40,000.00	0.00	0.00	0.00	40,000.00
5828	2300000	Personnel Commission	Software Support	28,385.00	0.00	13,337.89	13,337.89	15,047.11
5830	2300000	Personnel Commission	Consultants	1,144.00	0.00	0.00	0.00	1,144.00
5890	2300000	Personnel Commission	Other Operating Services	800.00	0.00	0.00	0.00	800.00