



Personnel Commission
AGENDA OF REGULAR MEETING
Wednesday, May 22, 2019 - 5:30 P.M.
Site 18, Room 125
37230 37th Street East, Palmdale, CA 93550

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

I. PRELIMINARY BUSINESS

ACTION
70-18/19

A. Approval of Regular Meeting Minutes – May 08, 2019

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
71-18/19

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

IV. UNFINISHED BUSINESS

None

V. NEW BUSINESS

ACTION
72-18/19

- A. Approval of 2019-2020 Personnel Commission Meeting Dates

VI. INFORMATION/REPORTS

- A. Classified Update
- B. Interim Director, Personnel Commission
- 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 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

X. DATE/TIME OF NEXT REGULAR PERSONNEL COMMISSION MEETING: June 12, 2019, 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 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 May 08, 2019 Scheduled Meeting

CALL TO ORDER	Vice Chairperson Deneese Thompson called the meeting to order at 5:36 p.m., followed by the Pledge of Allegiance led by Mrs. Duren.
MEMBERS PRESENT	Mrs. Deneese Thompson, Vice Chairperson Mrs. Kathleen Duren, Commissioner
MEMBERS ABSENT	Mr. Don Wilson A quorum was present.
STAFF PRESENT	Ms. Mary Theus, Interim Director, Personnel Commission Mrs. Susan McCormick, Administrative Secretary
PRELIMINARY BUSINESS	Mrs. Duren moved to approve the minutes of the April 24, 2019, meeting, with Mrs. Thompson providing a second, and discussion was called for. Hearing none, Mrs. Thompson called for the vote and the motion carried with a 2-0 vote: Duren – Aye; Thompson – Aye.
PUBLIC COMMENTS CONCERNING AGENDA ITEMS	None.
PUBLIC COMMENTS CONCERNING NON-AGENDA ITEMS	None.
CONSENT AGENDA	Mrs. Duren moved to approve the Consent Agenda as presented, with Mrs. Thompson providing a second. Motion carried with a 2-0 vote: Duren – Aye; Thompson – Aye.
UNFINISHED BUSINESS	None.
NEW BUSINESS	Approval of 2019-2020 Membership Renewal: Personnel Commissioners Association of Southern California (PCASC) Mrs. Duren moved to approve the membership renewal, with Mrs. Thompson providing a second, and discussion was called for. Hearing none, Mrs. Thompson called for the vote and the motion carried with a 2-0 vote: Duren – Aye; Thompson – Aye. Second Reading and Approval: Proposed Revision to Personnel Commission Rules and Regulations, Item 7.6 Mrs. Duren moved to approve the proposed revision, with Mrs. Thompson providing a second, and discussion was called for. After a

brief point of clarification, Mrs. Thompson called for the vote and the motion carried with a 2-0 vote: Duren – Aye; Thompson – Aye.

INFORMATION/REPORTS

Classified Update

Ms. Theus distributed the Classified Update.

Interim Director, Personnel Commission

Ms. Theus reported that the laptops purchased for testing are not yet ready for use. Technology Services is working on the issues involved.

Comments from Commissioners

Mrs. Duren shared information she learned at the most recent Merit Academy about job requirements including possession of a high school diploma. She noted that the next session is the final one in the series.

Mrs. Thompson shared experiences in volunteering this past week.

RECESS TO CLOSED SESSION

Recess to closed session at 6:08 P.M.

A. With respect to every item of business to be discussed in closed session, pursuant to Government Code Section 54957

1. Public Employment: Systems Administrator Recruitment
2. Confidential Employment Matters

RECONVENE TO OPEN SESSION

Reconvened to open session at 6:54 P.M.

REPORT OUT OF CLOSED SESSION

On a motion made by Kathleen Duren and seconded by Deneese Thompson, the Personnel Commission approved the examination of applicants for Systems Administrator who exhibited sufficient experience without the education degree. A proposed revision to the job description will be brought back for approval to clarify the minimum requirements as initially intended when the reconfiguration of positions within Technology Services was proposed.

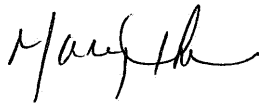
NEXT MEETING

The next regular meeting of the Personnel Commission is scheduled for May 22, 2019 at 5:30 P.M. in Room 125 at Site 18.

ADJOURNMENT

On a motion by Mrs. Duren, the meeting was adjourned at 6:56 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mary Theus".

Mary Theus
Interim Director, Personnel Commission

APPROVED:

Don Wilson, Chairperson

Deneese Thompson, Vice Chairperson

Kathleen Duren, Commissioner

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE May 22, 2019 _____ 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
May 22, 2019**

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	03/12/19	04/02/19	04/16/19	05/08/19	79	51	19	19	16	16	05/08/19	05/07/20	*Yes	14
Child Nutrition Manager	03/15/19	04/05/19	04/18/19	05/08/19	22	17	15	NA	14	14	05/09/19	05/08/20	*Yes	11
ECE Teacher Assistant	09/12/18	Continuous	04/18/19	05/07/19	48	1	1	NA	1	1	05/07/19	05/06/20	*Yes	5
Systems Administrator	03/15/19	04/15/19	05/09/19 05/13/19	05/16/19	22	18	13	NA	12	12	05/16/19	05/15/20	No	9

*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

5/16/19

Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE May 22, 2019 _____ 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
Bilingual Typist Clerk	06/08/18	06/07/19
Child Nutrition Manager	05/24/17	05/23/19
ECE Teacher Assistant	02/28/19	02/27/20

RECOMMENDATION

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

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE May 22, 2019 _____ 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

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Carcamo, Janet O.	04/15/19	From Child Nutrition Assistant I (MZ) 3.0 hrs/182 days, to Child Nutrition Cashier I (SAGE), 3.0 hrs/182 days	Voluntary lateral transfer Replacement for Joanna Torres
b.	Farrell, Shereyah	04/16/19	Special Education Instructional Assistant I, from 5.75 hrs/182 days (CH) to 6.5 hrs/182 days (QV)	Growth, Increase in hours by seniority
c.	Firth, James A.	04/15/19	From Benefits/Payroll Clerk (Fisc. Svcs), 8.0 hrs/12 mo., to Benefits Analyst (Fisc. Svcs), 8.0/12 mo.	Growth, Increase in hours by seniority
d.	Harvey, Ruth	04/15/19	Special Education Instructional Assistant I, from 5.75 hrs/182 days (DW), to 6.5 hrs/182 days (DW)	Growth, Increase in hours by seniority
e.	Kelley, Lester	04/23/19	Special Education Instructional Assistant I, 5.75 hrs/182 days, from (MQ) to (LA)	Voluntary transfer, Replacement for Maribel Mendez
f.	Moore, Wendolyn	04/19/19	Child Nutrition Assistant I, 3.0 hrs/182 days, from (BS) to (CA)	Voluntary transfer, Replacement for Elizabeth Monje
g.	Preston, Angelica	04/16/19	Paraeducator - Moderate to Severe, from 5.75 hrs/182 days (PDC) to 7.0 hrs/182 days (PDC)	Growth, Increase in hours by seniority
h.	Ramirez Cortez, Mirna	04/15/19	Child Nutrition Assistant I, 3.0 hrs/182 days, from (BV) to (MZ)	Voluntary transfer, Replacement for Jeanette Amaro
i.	Turner, Jessika	04/23/19	Special Education Instructional Assistant I (BV) 5.75 hrs/182 days	Voluntary transfer within same site Replacement for Pollyanna Mendoza
j.	Vasquez, Stephanie	04/23/19	Special Education Instructional Assistant I, from 5.75 hrs/182 days (YU) to 6.5 hrs/182 days (QV)	Growth, Increase in hours by seniority
k.	Vega, Leonela	04/10/19	Paraeducator-Moderate to Severe, from 5.75 hrs/182 days (DW) to 7.0 hrs/182 days (PDC)	Growth, Increase in hours by seniority

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE May 22, 2019 X REPORT

TO: Personnel Commission ACTION

FROM: Mary Theus
Interim Director, Personnel Commission

RE: APPROVAL OF PERSONNEL COMMISSION MEETING DATES
FOR 2019-2020

BACKGROUND

The Personnel Commission shall approve meeting dates to calendar for each fiscal year.

STATUS

The dates for the regularly scheduled meetings of the Personnel Commission for 2019-2020 are attached. Regular meetings will be conducted a minimum of once a month on the second Wednesday of each month. If there is additional business for the Commission to take action, the Commission will meet on the fourth Wednesday of each month.

RECOMMENDATION

It is recommended that the Personnel Commission review and approve the proposed regular meeting dates for the 2019-2020 year, as presented.



Regular Meetings of the Personnel Commission 2019-2020

- July 10, 2019
- August 14, 2019
- September 11, 2019
- October 9, 2019
- November 13, 2019
- December 11, 2019
- January 8, 2020
- February 12, 2020
- March 11, 2020
- April 8, 2020
- May 13, 2020
- June 10, 2020