



Personnel Commission
AGENDA OF REGULAR MEETING
Wednesday, June 26, 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, Director, Personnel Commission

I. PRELIMINARY BUSINESS

ACTION

- | | |
|--|----------|
| A. Approval of Special Meeting Minutes – June 10, 2019 | 80-18/19 |
| B. Approval of Regular Meeting Minutes – June 12, 2019 | 81-18/19 |

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. Approval of Consent Agenda | 82-18/19 |
| 1. Ratification of Eligibility Lists | |
| 2. Nullification of Eligibility Lists | |
| 3. Ratification of Transfers | |

IV. UNFINISHED BUSINESS

V. NEW BUSINESS

ACTION

- | | |
|---|----------|
| A. Approval of Revision to Job Description:
Facilities Planning Technician | 83-18/19 |
| B. Approval of Revision to Job Description:
Transportation Technician | 84-18/19 |
| C. Approval of Revision to Job Description:
Substitute Early Childhood Education Teacher Assistant | 85-18/19 |
| D. Approval of Attendance at CSPCA Annual Conference | 86-18/19 |
| E. Approval of Attendance at ACSA Personnel Administrators Academy | 87-18/19 |

INFO

VI. INFORMATION/REPORTS

- A. Classified Update
- B. 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
 - 2. Public Employee Evaluation – Interim Director, Personnel Commission

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
 - 2. Public Employee Evaluation – Interim Director, Personnel Commission

X. DATE/TIME OF NEXT REGULAR PERSONNEL COMMISSION MEETING: July 10, 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 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 June 10, 2019 Special Meeting

CALL TO ORDER Chairperson Don Wilson called the meeting to order at 12:30 p.m., followed by the Pledge of Allegiance.

MEMBERS PRESENT Mr. Don Wilson, Chairperson
Mrs. Deneese Thompson, Vice Chairperson
Mrs. Kathleen Duren, Commissioner

A quorum was present

STAFF PRESENT Mrs. Stacey Elliott, Personnel Analyst

**PUBLIC COMMENTS
CONCERNING AGENDA ITEMS** None.

RECESS TO CLOSED SESSION Recess to closed session at 12:32 P.M.
A. Pursuant to Government Code Section 54957
1. Confidential Employment Matters
Final Interviews: Director, Personnel Commission

RECONVENE TO OPEN SESSION Reconvened to open session at 1:25 P.M.

REPORT OUT OF CLOSED SESSION With no action taken, there is no report.

ADJOURNMENT The meeting was adjourned at 1:25 P.M.

Respectfully submitted,



Stacey Elliott
Personnel Analyst

APPROVED:

Don Wilson, Chairperson

Deneese Thompson, Vice Chairperson

Kathleen Duren, Commissioner

Personnel Commission Meeting
of the
Palmdale School District

Minutes of June 12, 2019 Scheduled Meeting

CALL TO ORDER

Chairperson Don Wilson called the meeting to order at 5:30 p.m., followed by the Pledge of Allegiance led by Mrs. Thompson.

MEMBERS PRESENT

Mr. Don Wilson, Chairperson
Mrs. Deneese Thompson, Vice Chairperson
Mrs. Kathleen Duren, Commissioner

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 May 22, 2019, meeting, with Mrs. Thompson providing a second, and discussion was called for. Hearing none, Mr. Wilson called for the vote and the motion carried with a 3-0 vote: Duren – Aye; Thompson – Aye; Wilson – Aye.

**PUBLIC COMMENTS CONCERNING
AGENDA ITEMS**

Carmen Calvillo, Bilingual School Secretary, addressed the Commission on behalf of the CSEA negotiating team, thanking them for their hard work. Referencing the Commission's salary recommendations of March 2018, she urged the Commissioners to review the Comp Study Packet prepared by CSEA before approving the proposed job description revisions on the agenda.

Marisa Guzman, Attendance Clerk, addressed the Commission on behalf of herself and her co-workers. She shared that her classification has been overlooked in recent proposals for salary adjustments. She further alleged that the proposed changes for three job descriptions bypassed the negotiations process, and urged the Commission to veto the job descriptions or provide an equal increase to everyone in the job family.

Vanessa Ibarra, Bilingual School Secretary, shared her view that equitable treatment should be given to all classifications. The proposed changes to job descriptions should be denied until the District moves forward with the former recommendations. She further mentioned the intentions of the Merit System, and that procedures and guidelines should be followed.

Claudia Mejuto, Executive Assistant-Non Confidential, reiterated her support of her colleagues and the proposed job description changes. She mentioned that the salary increase for her classification is long

overdue, and the higher rate recommended by CSEA is appropriate based upon the responsibilities and duties currently performed. She thanked the District and Commission for their effort and support.

Solange Henriquez, Assistant Director, Human Resources, congratulated Mary Theus on her appointment to the position of Director, Personnel Commission. She went on to note the recent successful negotiations with CSEA and provided dates of upcoming sessions. She further stated that, the District met with the Business Office to look at ways the District can feasibly move forward with the salary recommendations and continue to maintain fiscal solvency.

**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 3-0 vote: Duren – Aye; Thompson – Aye; Wilson – Aye.

UNFINISHED BUSINESS

None.

NEW BUSINESS

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

Mrs. Duren moved to approve the eligibility list for Occupational Therapist, with Mrs. Thompson providing a second, and discussion was called for. Hearing none, Mr. Wilson called for the vote and the motion carried with a 3-0 vote: Duren – Aye; Thompson – Aye; Wilson – Aye.

**Approval of Annual Software License Renewals 2019-2020:
NEOGOV Insight Enterprise and Biddle Consulting (OPAC)**

Mrs. Duren moved to approve the software license renewals as presented, with Mrs. Thompson providing a second, and discussion was called for. In response to a question from Mrs. Duren, Ms. Theus confirmed that there is a 7% increase in cost this year, but that it is still a necessary expense for this year. Mr. Wilson called for the vote and the motion passed with a 3-0 vote: Duren – Aye; Thompson – Aye; Wilson – Aye.

**Approval of Software License Renewal:
NEOGOV Onboard 2019-2020**

Mrs. Thompson moved to approve the software license as presented, with Mrs. Duren providing a second, and discussion was called for. Hearing none, Mr. Wilson called for the vote and the motion passed with a 3-0 vote: Duren – Aye; Thompson – Aye; Wilson – Aye.

Approval of 2019-2020 Agreement for Legal Services:

Fagen Friedman & Fulfrost LLP:

Mrs. Thompson moved to approve the agreement for legal services as presented, with Mrs. Duren providing a second, and discussion was called for. Hearing none, Mr. Wilson called for the vote and the motion passed with a 3-0 vote: Duren – Aye; Thompson – Aye; Wilson – Aye.

**Approval of Membership Renewal 2019-2020: CSPCA
(California School Personnel Commissioners Association)**

Mrs. Duren moved to approve the membership renewal as presented, with Mrs. Thompson providing a second, and discussion was called for. Hearing none, Mr. Wilson called for the vote and the motion passed with a 3-0 vote: Duren – Aye; Thompson – Aye; Wilson – Aye.

Approval of Revision to Job Description:

Transportation Technician

Mrs. Duren moved to postpone this item indefinitely, with Mrs. Thompson providing a second, and discussion was called for. Hearing none, Mr. Wilson called for the vote and the motion passed with a 3-0 vote: Duren – Aye; Thompson – Aye; Wilson – Aye.

Approval of Revision to Job Description:

Senior Payroll Clerk

Mrs. Thompson moved to postpone this item indefinitely, with Mrs. Duren providing a second, and discussion was called for. Hearing none, Mr. Wilson called for the vote and the motion passed with a 3-0 vote: Duren – Aye; Thompson – Aye; Wilson – Aye.

Approval of Revision to Job Description:

Facilities Planning Technician

Mrs. Duren moved to postpone this item indefinitely, with Mrs. Thompson providing a second, and discussion was called for. Hearing none, Mr. Wilson called for the vote and the motion passed with a 3-0 vote: Duren – Aye; Thompson – Aye; Wilson – Aye.

Approval of Revision to Job Description:

Executive Assistant, Non-Confidential

Mrs. Thompson moved to postpone this item indefinitely, with Mrs. Duren providing a second, and discussion was called for. Hearing none, Mr. Wilson called for the vote and the motion passed with a 3-0 vote: Duren – Aye; Thompson – Aye; Wilson – Aye.

INFORMATION/REPORTS

Selection Status: Director, Personnel Commission

Mr. Wilson announced the selection of Mary Theus to fill the vacant position of Director, Personnel Commission.

Expenses Review

Expenses for the month of May were reviewed.

Classified Update

Ms. Theus distributed the Classified Update.

Director, Personnel Commission

Ms. Theus reported on the status of the Renaissance Model being implemented at Tamarisk. Interviews for Classified staff have been completed and displaced personnel are being notified of their reassignments. All displaced personnel have the opportunity to utilize the transfer process after reassignments are completed.

Ms. Theus also shared that registration is now open for the CSPCA Annual Conference, scheduled for February 20-22, 2020, in San Francisco.

Comments From Commissioners

Mrs. Duren offered her congratulations to Ms. Theus on her new appointment. She also congratulated CSEA for their ongoing efforts to maintain internal equity for their members. She noted that this is within the Personnel Commission's authority and a charge the Commission takes very seriously.

Mrs. Thompson also congratulated Ms. Theus, and noted how happy she is to have a Director in place.

Mr. Wilson also congratulated Mrs. Theus, and the Personnel Commission staff for their hard work in the interim. He also shared his satisfaction with the relationship the Commission has developed with CSEA and his thanks for their support.

RECESS TO CLOSED SESSION

No recess.

NEXT MEETING

The next regular meeting of the Personnel Commission is scheduled for July 10, 2019 at 5:30 P.M. in Room 125 at Site 18.

ADJOURNMENT

On a motion by Mrs. Thompson, the meeting was adjourned at 6:02 P.M.

Respectfully submitted,



Mary Theus
Director, Personnel Commission

APPROVED:

Don Wilson, Chairperson

Deneese Thompson, Vice Chairperson

Kathleen Duren, Commissioner

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE June 26, 2019 _____ REPORT

TO: Personnel Commission _____ X 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
June 26, 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
Child Nutrition Assistant I	05/15/19	06/04/19	06/10/19	NA	119	53	42	NA	NA	42	06/11/19	06/10/20	*Yes	14

*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
Director, Personnel Commission

6/20/19

Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE June 26, 2019 _____ 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
Child Nutrition Assistant I	10/17/18	10/16/19

RECOMMENDATION

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

TRANSFERS AND REASSIGNMENTS

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Belcher, Lori	05/01/19	From Custodian II (SH) to Grounds/Utility Maintenance Worker II, 8.0 hrs/12 mos	Return to former classification to complete 30 day balance of probationary period
b.	Belcher, Lori	05/24/19	From Grounds/Utility Maintenance Worker II to Custodian II (SH), 8.0 hrs/12 mos	End of Assignment
c.	Ghapryelian-McConnell, Melina	08/06/19	Library Aide from (DC) to (CH) 4.0 hrs/10 mos	Replacement for Asia Cannon, Voluntary Transfer
d.	Herrera, Leticia	07/15/19	From Health Assttnt (CH), 8.0 hrs/11 mos, to Bilingual School Secretary (CH), 8.0 hrs/11 mos	Replacement for Veronica Rojas Promotion
e.	Kochie, Paul	06/03/19	From IT Technician (Tech Svcs) 8 hrs/12 mos, to Systems Administrator (Tech Svcs) 8 hrs/12 mos	Growth, Promotion
f.	Osorio-Rivas, Maria C.	06/10/19	From Administrative Clerk I (DO) 5.75 hrs/10 mos, to School Secretary (SW) 8.0 hrs/11 mos	Replacement for Victoria Jones Promotion
g.	Saldana, Melissa	06/10/19	From Bilingual Typist Clerk (BV) 5.75 hrs/204 days to Accounting Clerk II (Child Nutrition) 8.0 hrs/12 mos	Replacement for Dawn Disomma Promotion

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE June 26, 2019 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: APPROVAL OF REVISION TO JOB DESCRIPTION
FACILITIES PLANNING TECHNICIAN

BACKGROUND

A job description for Facilities Planning Technician is in place to assist with a broad range of duties related to facilities planning and construction, and serve as the liaison between District administration and governmental agencies.

STATUS

Revision to the current job description has been recommended to change the supervising authority and clearly identify the responsibilities for the position. To support the facilities operations and needs of the District, approval of the proposed revision is requested to promptly recruit qualified eligibles for the position. Salary schedule placement remains unchanged at Range 34.

Feedback was received from the Facilities Administrator as well as CSEA during negotiations with the District, and all are in agreement with the proposed description changes. Salary range recommendations at a higher rate may be proposed by CSEA at a future date.

RECOMMENDATION

It is recommended that the Personnel Commission approve the revisions to the job description for Facilities Planning Technician as presented.

FACILITIES PLANNING TECHNICIAN

Bargaining Unit: Classified

SALARY RANGE 34

\$4,004.00 - \$4,867.20 Monthly

DEFINITION:

Under the direction of the ~~Deputy Superintendent~~, **Chief Business Officer** or designee, assists in performing a wide range of duties related to the planning and construction of new facilities and the improvement of older facilities; serves as a liaison between District administration and governmental agencies regarding facility planning and construction; conduct studies; analyze and prepare written reports.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the ~~Deputy Superintendent~~, **Chief Business Officer** or designee.

EXAMPLE OF DUTIES:

1. Establish and maintain database for collecting organizing, and analyzing data for housing and population trends, pupil yield factors, enrollment projections, school attendance boundaries, community facility districts, developer fee systems, and responds to inquiries regarding same.
2. ~~Communicates, submits, and monitors information and applications related to the State School Building program; with~~ **Communicate with a wide variety of internal and external personnel (e.g. administrators, state architect, district counsel, assessor's office etc.) for the purpose of coordinating and monitoring activities, resolving conflicts and exchanging information.** ~~facilitate district relationships with Office of Public School Construction (OPSC), State Department of Education, Facility Planning Division, and Division of the State Architect.~~
3. Prepare a variety of financial and District related reports for the county, state and federal governments; prepare federal and state claim form for reimbursement; prepare year end reports.
4. Participate in compiling and analyzing bid packages.
5. Conduct research and analysis; prepare demographic projections and develop short and long range plans for housing of students and District functions.
6. Participate in the development and coordination of the District budgets; **perform** technical accounting **duties** for facilities projects; input, ~~and~~ update and reconcile budget data as required; maintain ongoing budget analysis postings and reports.
7. Maintain various financial or statistical records requiring the use of independent judgment; verify, balance, and adjust a variety of accounts.
8. Organize and maintain departmental records, forms, files and documents necessary for a variety of calculations, transactions, and documentation.
9. Participate in the development and monitoring of the District's Master Plan for school facilities, proposed funding sources for financing, remodeling, and construction.
10. ~~Prepare and present~~ **Assist in the preparation of** various complex reports to **present to** the Board of Trustees and/or the community regarding zoning, development, etc. as it relates to the District.

PROPOSED REVISION

Personnel Commission Regular Meeting 06/26/2019

11. Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of work unit.

QUALIFICATIONS:

Knowledge of:

1. General terms, principles, and practices used in the planning, design, construction, rehabilitation and remodeling of schools. California school facility functions, including funding alternatives, facility planning strategies, and general knowledge of the construction industry.
2. State school building process, including application materials.
3. Effective public relations techniques.
4. Data processing terminology and application.
5. ~~Word processing and computer spreadsheet software.~~ **Computer software applications (e.g. Microsoft Word, Excel)**
6. Correct English grammar, spelling, punctuation, and vocabulary.
7. Practical operating knowledge of accounting and mathematics.

Ability to:

1. Perform a wide range of professional, administrative, advocacy, and liaison duties involved in facility planning.
2. Use independent achievement in analyzing facility planning functions and procedures.
3. Analyze, interpret, and apply provisions of federal, state, and local regulations and statutes applicable to school facilities planning, construction, and utilization.
4. Coordinate and integrate the efforts and interests of diverse participants in the facility planning process.
5. Prepare written analyses, program funding applications, forms and reports.
6. Communicate effectively, both orally and in writing.
7. Operate a variety of office equipment including a typewriter, computer, and calculating machines.
8. Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION:

Any combination of training and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years increasingly responsible facility planning experience ~~in the maintenance of~~ and financial or statistical data, preferably in the area of facilities planning for a large institution; use of computers, including database, spreadsheet and word processing software (GIS software experience preferred).

Training:

Equivalent to the completion of the twelfth grade supplemented by additional coursework in bookkeeping, accounting, or related field.

LICENSE AND CERTIFICATIONS:

Possession of an appropriate, valid driver's license.

Possession of an appropriate, valid California driver's license prior to the completion of the probationary period.

Ability to be covered under the District property/liability insurance.

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE June 26, 2019 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: APPROVAL OF REVISION TO JOB DESCRIPTION
TRANSPORTATION TECHNICIAN

BACKGROUND

A job description for Transportation Technician was developed to support transportation operations, and assist with routing and scheduling demands under the supervision of the Director of Transportation. The job description has not been revised for several years and is outdated.

STATUS

The proposed revisions will modernize the job description in order to more accurately reflect the current duties of the position and eliminate obsolete equipment/materials no longer used to perform the essential functions. Salary schedule placement remains unchanged at Range 27.

Feedback was received from the Director of Transportation as well as CSEA during negotiations with the District, and all are in agreement with the proposed description changes. Salary range recommendations at a higher rate may be proposed by CSEA at a future date.

RECOMMENDATION

It is recommended that the Personnel Commission approve the revisions to the job description for Transportation Technician as presented.

TRANSPORTATION TECHNICIAN

Bargaining Unit: Classified

SALARY RANGE 27

\$3,367.87 - \$4,092.40 Monthly

DEFINITION:

~~To work with District special education department to help determine appropriate transportation for students. To perform a variety of responsible technical video camera duties and responsibilities involved in the installation, removal and viewing of video tapes. To aid Director in bus routing and scheduling as required.~~

The job of Transportation Technician is done for the purpose of providing support to the educational process with specific responsibilities for monitoring the support systems required to meet the transportation operation scheduling demands; providing resource information from a variety of sources; collecting and referring information relating to transportation system operations; and maintaining services within established guidelines and standards.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Transportation or designee.

~~EXAMPLE OF DUTIES:~~ ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

1. Assist Director or designee in routing and scheduling of bus fleet; plans, monitors and maintains route schedules.
- ~~2. Plans and maintains route schedules for special education students~~
2. Confers with school officials and parents and for appropriate transportation of special education students.
- ~~3. Install video equipment such as cameras and LED bars, adjust housings, remove cameras and view tapes.~~
- ~~4. Transfer 8mm film to VHS tapes for school site viewing and files.~~
- ~~5. Develop and maintain video files for each school site.~~
- ~~6. Verify and review tapes for conformance with established regulations and driver procedures. Maintain filing system necessary to assist drivers on discipline problems.~~
3. Utilize two-way radio to inform, direct, or alert Director or designee of drivers of pertinent information.
- ~~4. Assist Director or designee in routing and scheduling of bus fleet as needed.~~

PROPOSED REVISION

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4. Maintains a **variety of files on student conduct reports, driver files, BSR's and home to school routes, and records (e.g. conduct reports, student rosters, Bus Service Requests (BSRs), route descriptions, etc.) for the purpose of providing an up to date reference.**
5. Perform a variety of general clerical duties as needed; answer questions and provide information; assist with phones and take messages.
6. **Responds to a variety of inquiries (e.g. staff, parents, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel.**
7. **Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.**

QUALIFICATIONS:

Knowledge of:

1. Pertinent sections of local, and state, and federal laws governing the transportation of Special Education students (Title 13 **California Code of Regulations of Administration Code**).
2. Must know general condition and locations of roads, highways, loading areas and procedures for special education students; special education terms, general characteristics of exceptionalities and recommendations for, and basic **principles** principals of behavior management.
3. Principles, rules, regulations, and procedures involved in pupil transportation.
4. Basic record keeping practices.
5. ~~Understand and carry out oral and written directions.~~
6. ~~Establish and maintain cooperative working relationships with those contacted in the course of work. Respond calmly and effectively in emergency situations.~~

Ability to:

1. Relate to parents, school personnel, public, and bus drivers, and **Crossing Guards.**
2. ~~Represent the school district in an IEP session or other meetings dealing with the development or modification plan for a special education student.~~
2. Work independently in the absence of supervision.
3. **Communicate effectively, both orally and in writing; understand and carry out oral and written directions.**
4. **Establish and maintain cooperative relationships with those contacted in the course of work.**
5. **Respond calmly and effectively in emergency situations.**

EXPERIENCE AND EDUCATION:

Any combination of **school transportation** experience and training that would likely provide thorough knowledge of driving safety and courtesy; thorough knowledge of the operation of automobiles and buses; thorough knowledge of local streets and routes and all applicable laws and regulations of school bus operation.

PROPOSED REVISION

Experience:

~~One~~ **Two** years school bus driver experience including knowledge of local streets and routes.

Training:

Equivalent to completion of twelfth grade.

LICENSE AND CERTIFICATIONS:

Possession of an appropriate, valid **California** driver's license.

Possession of an appropriate, valid California driver's license prior to the completion of the probationary period.

Ability to be covered under the District property/liability insurance.

PROPOSED REVISION

Personnel Commission Regular Meeting 06/26/2019

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: June 26, 2019 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: APPROVAL OF REVISION TO JOB DESCRIPTION
SUBSTITUTE EARLY CHILDHOOD EDUCATION TEACHER ASSISTANT

BACKGROUND

A job description is currently in place for Substitute Early Childhood Education ("ECE") Teacher Assistant to provide temporary support services for absent staff and coverage in vacant positions. The Director of Early Childhood Education requested an amendment to the education and license/certification requirements to assist with recruitment and retention of qualified applicants.

STATUS

The Early Childhood Education program no longer requires substitute employees to possess a minimum of twelve (12) units of college level ECE development education or a Child Development "Associate" Teacher Permit (or higher) to be considered qualified for employment consideration. Instead, an eligible will be qualified with a minimum of six (6) college level units to the completion of twelve (12) units within two years.

In light of this change, the ECE program has partnered with Antelope Valley College to prepare and inform students completing ECE child development studies of the new educational requirements for the Substitute ECE Teacher Assistant classification. Thus, students are encouraged to apply for a substitute position while continuing their education.

A survey of other districts with early childhood education programs revealed that job descriptions of this kind align with the recommended change.

RECOMMENDATION

It is recommended that the Personnel Commission approve the job description revisions for the Substitute Early Childhood Teacher Assistant classification as presented.

SUBSTITUTE EARLY CHILDHOOD EDUCATION TEACHER ASSISTANT

SALARY RANGE

\$12.00 Hourly

DEFINITION:

FUNDAMENTAL OBJECTIVE:

Assist teacher, at an assigned center or site, with related instructional activities designed to stimulate learning. Support the teacher in the care and supervision of students.

REPORTS TO:

Receives general supervision at site by certificated staff as well as direction from the Director of Early Childhood Education, or designee.

EXAMPLE OF DUTIES:

MAJOR DUTIES AND RESPONSIBILITIES:

Include, but not limited to, the following:

1. Assist teacher in implementing educational and developmental activities for children.
2. Assist with planning of curriculum.
3. Assist with child's personal, physical needs, meals and snacks, safety, etc.
4. Assume leadership role in absence of teacher.
5. Confer with appropriate staff member prior to intervention in any potentially stressful family situations.
6. Participate in case conferences as requested.
7. Perform paperwork tasks as required; maintain confidentiality of records and information on Head Start families.
8. Develop skills in methods of teaching.
9. Take increasing responsibility in educational and developmental processes.
10. Attend and participate in weekly center meetings.
11. Assume a degree of responsibility for updating bulletin boards.
12. Perform other related tasks as assigned.

PROPOSED REVISION

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QUALIFICATIONS:

Must have ability to:

1. Follow oral and written directions.
2. Establish and maintain cooperative relationships with teachers and parents.
3. Accept responsibility for the safety and welfare of children.
4. Meet the physical requirements of the job.
5. Work in a multi-ethnic setting.

Desired Qualifications

Knowledge of:

1. Needs of children.
2. Principles and techniques of instructional aide work.
3. Classroom health and safety regulations.

EXPERIENCE AND EDUCATION:

1. Must be 18 years of age or older, and
2. High School Diploma or GED certificate required, and
3. Successful completion of a **minimum of twelve (12) six (6) units** college level Early Childhood Development education (including core courses such as child/human growth & development, child/family/community relations, and programs/curriculum) with current enrollment in an accredited Early Childhood Education program to the successful completion of a **minimum of twelve (12) twenty-four (24) units** within two (2) years; such individuals must be enrolled each semester or quarter in an educational program until the **twelve (12) 24 units** have been completed. ~~and~~
4. ~~Hold or qualify for a Child Development "Associate" Teacher Permit (or higher permit). May be required to hold or present proof of application for Associate Teacher Permit to qualify as required by the Early Childhood Education program, AND (see License and Certifications section below).~~
5. Some preschool instructional assistant experience desired.

~~LICENSE AND CERTIFICATIONS:~~

~~Possession of any ONE of the following:~~

- ~~a) Child Development Associate (CDA) credential, or enrolled in a CDA program; or~~
- ~~b) Associate degree (in any area), or enrolled in a program leading to such degree; or~~
- ~~c) Baccalaureate degree (in any area), or enrolled in a program leading to such a degree.~~

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE June 26, 2019 _____ REPORT
TO: Personnel Commission _____ X ACTION
FROM: Mary Theus
Director, Personnel Commission
RE: APPROVAL OF ATTENDANCE - 2020 ANNUAL CSPCA CONFERENCE

BACKGROUND

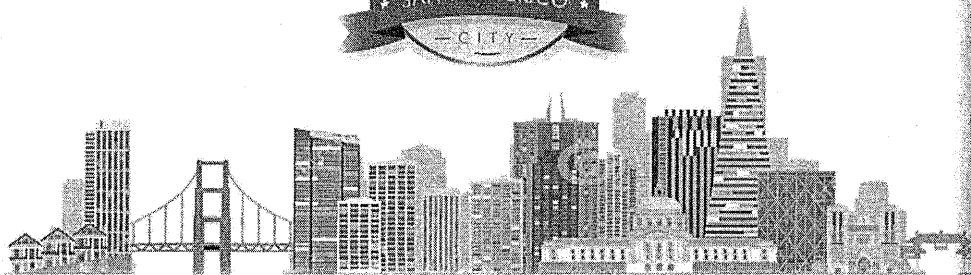
In order to keep apprised of necessary mandates, the Personnel Commission and staff attend an annual conference for the California School Personnel Commissioners Association (CSPCA). CSEA executive board members have attended as well.

STATUS

The 2020 CSPCA Annual Conference will be held in San Francisco at the Westin St. Frances Hotel, commencing Thursday, February 20, 2019 through Saturday, February 22, 2019. The early bird registration fee is \$575/person through December 15, 2019. Hotel rates are \$199/night plus taxes and fees.

RECOMMENDATION

It is recommended that the Personnel Commission approve the attendance for interested Commissioners and staff, and consider sponsoring the registration and hotel stay for one CSEA executive board member, as determined by the CSEA President.



Charting the Course of Merit

2020 CSPCA Annual Conference

February 20-22, 2020

(Thursday-Saturday)

The Westin ST. Francis San Francisco

335 Powell St, San Francisco, CA 94102

Please join us for the 2020 CSPCA Annual Conference in San Francisco, CA. Don't miss this great opportunity to engage yourself in a variety of sessions, learn from great speakers, network with field experts, and have fun with colleagues.

Register now to take advantage of our discounted rates!

- Early Bird - \$575 available through December 15, 2019
- Late Registration - \$649 after December 15, 2019

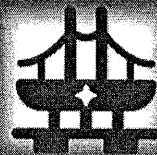
SEE LINK BELOW

Hotel Rates are guaranteed at \$199 per night for the first 175 CSPCA conference registrants and until January 31, 2020, whichever comes first.

SEE LINK BELOW



California School Personnel Commissioners Association
Supporting Education Through Merit



FEATURED TOPICS

Metrics and Analytics

•

Developing Commission
Rules & Regulations

•

Legal Updates

•

Employment Barriers

•

Workplace Gender
Issues

•

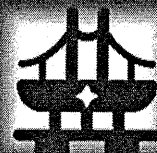
Work-Life Balance Issues

•

Roundtables

FEATURED SPEAKER

Kristine Kwong



PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE June 26, 2019 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: APPROVAL OF ATTENDANCE - PERSONNEL ADMINISTRATORS ACADEMY
ASSOCIATION OF CALIFORNIA SCHOOL ADMINSTRATORS (ACSA)

BACKGROUND

ACSA provides a full range of academies in leadership specialties to provide a foundation of training in the application of leadership and management fundamentals.

STATUS

The Director, Personnel Commission is interested in attending the ACSA Personnel Administrators Academy in Ontario beginning October 11, 2019. The academy will be conducted for seven 2-day sessions (Friday/Saturday). The registration fee is \$1,295 for ACSA members. One night hotel stay for each session will be added with rates to be determined at a later date.

RECOMMENDATION

It is recommended that the Personnel Commission approve the Director's request to attend the 2019-2020 ACSA Personnel Administrators Academy in Ontario, CA.