



Personnel Commission  
**AGENDA OF REGULAR MEETING**  
Wednesday, January 10, 2018 - 3:30 P.M.  
Site 18, Room 125  
37230 37<sup>th</sup> Street East, Palmdale, CA 93550

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Mrs. Kathleen Duren, Chairperson  
Mr. Don Wilson, Vice Chairperson  
Mrs. Deneese, Commissioner  
Mrs. Vicki Galli, Director, Personnel Commission

**I. PRESENTATION**

Brown Act and Robert's Rules of Order  
Presented by Mr. James Fernow – Fagen Friedman & Fulfroost

**II. CLOSED SESSION**

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code, Section 54957
1. Public Employee Evaluation – Director, Personnel Commission

**III. RECONVENE TO OPEN SESSION**

**IV. CALL TO ORDER**

**V. PLEDGE OF ALLEGIANCE**

VI. ROLL CALL: Mrs. Kathleen Duren, Chairperson  
Mr. Don Wilson, Vice Chairperson  
Mrs. Deneese Thompson, Commissioner  
Mrs. Vicki Galli, Director, Personnel Commission

**VII. PRELIMINARY BUSINESS**

- A. Approval of Meeting Minutes – December 06, 2017

**ACTION**  
44-17/18

**VIII. PUBLIC COMMENTS**

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

**IX. 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**  
45-17/18

- A. Approval of Consent Agenda
  - 1. Ratification of Eligibility List(s)
  - 2. Extension of Eligibility List(s)
  - 3. Nullification of Eligibility List(s)
  - 4. Ratification of Transfers

**X. UNFINISHED BUSINESS**

**XI. NEW BUSINESS**

**ACTION**

- A. Monthly Expenses Review
- B. Approval of Americans with Disabilities Act (ADA) Form: Math Tutor

46-17/18

**XII. INFORMATION/REPORTS**

- A. Classified Update
- B. Director, Personnel Commission
- C. Comments from Commissioners

**XIII. RECESS TO CLOSED SESSION (if necessary)**

**XIV. REPORT OUT ACTIONS TAKEN (if any) IN CLOSED SESSION**

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code, Section 54957
  - 1. Public Employee Evaluation – Director, Personnel Commission

**XV. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: February 14, 2018 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 December 6, 2017 Rescheduled Regular Meeting**

**CALL TO ORDER**

The meeting was called to order by the Chairperson, Mrs. Kathleen Duren at 5:30 P.M., followed by the Pledge of Allegiance led by Mr. Don Wilson.

**MEMBERS PRESENT**

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

A quorum was present.

**STAFF PRESENT**

Mrs. Vicki Galli, Director, Personnel Commission  
Ms. Mary Theus, Personnel Analyst

**ORGANIZATIONAL PROCEDURE**

**Consider Nominations for Personnel Commission Chairperson**

Mrs. Duren made a motion with a second by Mr. Wilson to nominate Mrs. Thompson as Chairperson. Mrs. Thompson respectfully declined due to other commitments and recommended Mr. Wilson. Mrs. Duren called for the vote. Motion failed.

After brief discussion and consideration of Mr. Wilson's recent interim appointment to the Commission, Mrs. Thompson motioned to nominate Mrs. Duren as Chairperson. Mr. Wilson seconded the motion and the vote was called for. The motion passed with unanimous approval to appoint Mrs. Kathleen Duren as the Chairperson for 2018.

**Consider Nominations for Personnel Commission Vice-Chairperson**

Mrs. Duren made a motion with a second by Mrs. Thompson to nominate Mr. Don Wilson as Vice-Chairperson. Mrs. Duren called for the vote. The motion passed with unanimous approval to appoint Mr. Don Wilson as the Vice-Chairperson for 2018.

**PRELIMINARY BUSINESS**

Mrs. Thompson motioned to approve the minutes of the November 8, 2017 regular meeting. Mr. Wilson seconded the motion and discussion was called for. Hearing none, Mrs. Duren called for the vote. Motion passed unanimously.

**PUBLIC COMMENTS CONCERNING  
AGENDA ITEMS**

None.

**PUBLIC COMMENTS CONCERNING  
NON-AGENDA ITEMS**

None.

**CONSENT AGENDA**

Mrs. Duren motioned to separate the Ratification of Eligibility Lists from the Consent Agenda and approve the items for Extension of Eligibility Lists and Ratification of Transfers. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, Mrs. Duren called for the vote. Motion passed unanimously.

Mrs. Thompson motioned to approve the item, Ratification of Eligibility Lists. Mr. Wilson seconded the motion and discussion ensued. Mrs. Galli confirmed that there were zero lists to nullify due to their expiration dates as well as zero candidates to merge on lists. Mrs. Duren called for the vote. Motion passed unanimously.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

**Monthly Expenses Review**

The Commission reviewed the expenses for the month of November, 2017. Mrs. Galli explained the layout of the report and how to decipher information contained in the budget report.

**Appointment to the Personnel Commission: District Nominee**

Mrs. Thompson motioned to approve the appointment of Mr. Don Wilson, the District's appointee to the Commission. Mrs. Duren seconded the motion and discussion ensued concerning administering an Oath of Office to Commissioners when appointed. Mrs. Galli conveyed that the Oath or Affirmation was completed with pre-employment paperwork. The formal procedure to administer an Oath to a Commissioner for appointment has not been a practice to her knowledge. Mrs. Duren stated the Commission might consider implementing this course of action in the future. The vote was called for. Motion passed.

Mrs. Duren welcomed Mr. Wilson and thanked him for serving as the Vice-Chairperson.

**Approval of New Casual Job Description: Math Tutor**

Mrs. Thompson motioned to approve the casual job description for Math Tutor. Mr. Wilson seconded the motion and discussion was called for. In response to Commissioner inquiries, Mrs. Galli reported that this position is to support the Magnet Schools Grant received for the middle schools. Posting of casual positions are not on the Job Opportunities page of the District website. Instead, paper applications are submitted.

Thus, recruitment strategies will entail posting at local colleges to attract students with math curricula. Mrs. Galli mentioned that the ADA Compliant Job Analysis form for the Math Tutor job description will be presented for approval at a future meeting. Mrs. Duren stated to Mr. Wilson that employees hired to casual positions are not members of the bargaining unit. The vote was called for. Motion passed unanimously.

**Approval of Revised Job Description: Risk Management Specialist**

Mr. Wilson motioned to approve the proposed revision to the Risk Management Specialist job description. Mrs. Thompson seconded and discussion was called for. When hearing Mrs. Galli's confirmation that approvals were in place from the District and CSEA for the proposed revision, Mrs. Duren called for the vote. Motion passed unanimously.

**INFORMATION/REPORTS**

**Classified Update**

Mrs. Galli distributed the Classified Update. A copy is attached as part of the official minutes.

**Director, Personnel Commission**

Mrs. Galli presented an update on three Recruitment Plan items previously approved by the Commission. Mrs. Galli responded to Commissioner inquiries regarding specific recruitment methods and time saving measures.

**Comments from the Commissioners**

Mr. Wilson had no comment, yet indicated he was absorbing all information provided.

Mrs. Thompson expressed her excitement with the Onboard component of NEOGOV. She commented that she hopes the system kicks in before the new school year so that positions are covered.

Mrs. Duren echoed Mrs. Thompson's sentiments. She is anxious to see the benefits of Onboard and is hopeful that it will serve the District well by streamlining the process for timely hires by the start of school next year. Mrs. Duren requested an update one to two months after implementation.

**CLOSED SESSION**

Recessed to closed session at 6:24 P.M.

**REPORT OUT**

Reconvened to open session at 8:56 P.M. With no action taken, there was no report.

**NEXT MEETING**

The next regularly scheduled meeting of the Personnel Commission is January 10, 2018, at 5:30 P.M. in Room 125 at Site 18.

**ADJOURNMENT**

Mrs. Thompson motioned to adjourn the meeting. Mr. Wilson seconded the motion. Meeting was adjourned at 8:57 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Vicki Galli".

Vicki Galli  
Director, Personnel Commission

**APPROVED**

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Kathleen Duren, Chairperson

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Deneese Thompson, Vice-Chairperson

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Don Wilson, Commissioner



**Classified Update for December 6, 2017**

**1. Testing Status:**

|   |                                     |
|---|-------------------------------------|
| Administrative Secretary                  | Performance/written exam 12/06/17   |
| Attendance Clerk – Promotional Only       | Performance/written exam 12/12/17   |
| Bilingual Administrative Secretary        | Performance/written exam 12/06/17   |
| Bilingual Attendance Clerk                | Performance/written exam 12/12/17   |
| Grounds/Utility Maintenance Worker II     | QAI 12/11/17                        |
| Instructional Assistant                   | Written exam 12/05/17               |
| Special Education Instructional Assistant | Written exam 12/07/17, QAI 12/15/17 |

**2. Postings:**

|                                       |            |
|---------------------------------------|------------|
| Bilingual ECE Teacher Assistant       | Continuous |
| ECE Teacher Assistant                 | Continuous |
| Occupational Therapist                | Continuous |
| Paraeducator Certified Interpreter    | Continuous |
| Paraeducator Certified Interpreter II | Continuous |





**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
January 10, 2018**

**CLASSIFIED RECRUITMENT SUMMARY REPORT**

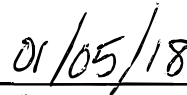
| Job Classification                        | Open Date | Close Date | Written Exam Date | QAI Date | Number of Applicants | Number Passed MQs | Number Passed Written | Passed Performance | Number Passed QAI | Number Eligible | Effective Date | Expiration Date | Merged *Yes/No | Total # of Ranks |
|---|-----------|------------|-------------------|----------|----------------------|-------------------|-----------------------|--------------------|-------------------|-----------------|----------------|-----------------|----------------|------------------|
| Child Nutrition Assistant I               | 10/25/17  | 11/14/17   | 11/30/17          | NA       | 112                  | 77                | 55                    | NA                 | NA                | 55              | 12/07/17       | 12/06/18        | *Yes           | 17               |
| ECE Teacher Assistant                     | 09/08/17  | 10/06/17   | 11/28/17          | 12/12/17 | 59                   | 3                 | 2                     | NA                 | 2                 | 2               | 12/12/17       | 12/11/18        | *Yes           | 6                |
| ECE Teacher Assistant                     | 10/10/17  | 11/03/17   | 11/28/17          | 12/12/17 | 36                   | 4                 | 4                     | NA                 | 3                 | 3               |                |                 |                |                  |
| Grounds/Utility Maintenance Worker II     | 10/13/17  | 11/02/17   | 11/09/17          | 12/11/17 | 113                  | 29                | 12                    | NA                 | 10                | 10              | 12/12/17       | 12/11/18        | No             | 6                |
| Instructional Assistant I                 | 11/02/17  | 11/22/17   | 12/05/17          | NA       | 32                   | 32                | 17                    | NA                 | NA                | 17              | 12/07/17       | 12/06/18        | *Yes           | 11               |
| Special Education Instructional Assistant | 11/09/17  | 12/04/17   | 12/07/17          | 12/15/17 | 84                   | 68                | 23                    | NA                 | 22                | 22              | 12/18/17       | 12/17/18        | *Yes           | 12               |

\*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.



Vicki Galli  
Director, Personnel Commission



Date

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE January 10, 2018 \_\_\_\_\_ REPORT

TO: Personnel Commission   X   ACTION

FROM: Vicki Galli  
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 |
|---------------------------------------|----------------|-----------------|---------------|
| Accounting/Data Processing Technician | 02/15/17       | 02/14/18        | 08/14/18      |
| Child Nutrition Assistant II          | 01/24/17       | 01/23/18        | 07/23/18      |
| Executive Assistant Non-Confidential  | 07/26/16       | 01/25/18        | 07/25/18      |

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 10, 2018 \_\_\_\_\_ REPORT

TO: Personnel Commission   X   ACTION

FROM: Vicki Galli  
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               | 09/12/17       | 09/11/18        |
| ECE Teacher Assistant                     | 11/01/17       | 10/31/18        |
| Instructional Assistant I                 | 09/25/17       | 09/24/18        |
| Special Education Instructional Assistant | 08/31/17       | 08/30/18        |

RECOMMENDATION

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



## Transfers and Reassignments

- a. Chavez, Julio  
Everhart, Matthew  
Schneider, Henry  
Effective 11/09/17, from Technology Support Liaison, 8 hours/11 months, to Technology Support Specialist, Growth Promotion
- b. Evans, B. Patrice  
Effective 11/27/17, Paraeducator Moderate-Severe (BV) 5.75 hours/182 days, Reassignment to Same Site Due to Elimination of Position, Growth
- c. Guzman, Celina  
Effective 11/27/17, Bilingual Early Childhood Education Teacher Assistant, 3.75 hours/185 days, to (OC) SP Room C AM Shift, Voluntary Transfer, Replacement for Yesenia Meza
- d. Henson, Timothy  
Effective 11/13/17, Paraeducator Moderate-Severe (PDC) from 5.75 hours/182 days to (CA), 6.5 hours/182 days Increase in Hours by Seniority, Growth
- e. Jerry, Saira  
Effective 11/27/17, Bilingual Early Childhood Education Teacher Assistant, 3.75 hours/185 days, to (Site 18) SP Room 102 AM Shift, Voluntary Transfer, Replacement for Elsy Rivera
- f. Kuriyama, Kelly  
Effective 11/27/17, Child Nutrition Assistant I, 3 hours/182 days, from (JH) to (SW), Voluntary Transfer, Growth
- g. Martinez, Jasmine  
Effective 12/01/17, Parent/Community Liaison, 8 hours/182 days, from (OC) to (PDC)
- h. Martinez, Michele  
Effective 11/27/17, from Child Nutrition Assistant I (TW) 3 hours/182 days to Child Nutrition Assistant II (SW), 5.75 Hours/182 days, Replacement for Deborah Gray Pitones Promotion
- i. Pruitt, Susan  
Effective 11/14/17, Early Childhood Education Teacher Assistant (OC), 3.75 hours/185 days, from AM to PM Shift Vacancy, Replacement for Carmen Chavez, Involuntary Transfer
- j. Samaroo, Lana  
Effective 11/09/17, from Technology Support Liaison, 8 hours/11 months to Internet & Media Communication Specialist, Growth
- k. Starr, Valerie  
Effective 11/27/17, from Child Nutrition Assistant I (QV), 3 hours/182 days to Child Nutrition Assistant II (JH), 5.75 hours/182 days, Replacement for Lakiesha Shields
- l. Varalyay, Jamie  
Effective 11/27/17, Special Education Instructional Assistant I (PDC), from 5.75 hours/182 days to (PT) 6.5 hours/182 days Increase by Seniority, Replacement for Jessica Nesar

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: January 10, 2018   X   REPORT

TO: Personnel Commission            ACTION

FROM: Vicki Galli  
Director, Personnel Commission

RE: MONTHLY EXPENSES REVIEW

**BACKGROUND**

Attached are the expenses as captured by Infinite Visions for the dates listed at the top of the report. Expenses are categorized by Object code.

**STATUS**

This action supports student achievement by procuring supplies, materials, equipment and services while ensuring that district funds are being managed in accordance with all applicable state and federal laws and Board policy.

The Commissioners will review transactions entered into by the Personnel Commission Director or employees delegated with the authority to procure supplies, materials, apparatus, equipment, and services.

**RECOMMENDATION**

It is recommended that the Personnel Commission review the monthly expenses as presented by the attached report from Infinite Visions.

**Palmdale School District**

**Personnel Commission 230**

From Date: 12/1/2017

To Date: 12/31/2017

Fiscal Year: 2017-2018

| Account Number                        | Description | Budget      | Adjustments | GL Budget   | Range To Date | YTD        | Balance    | Encumbrance | Budget Bal | %Bud   |
|---------------------------------------|-------------|-------------|-------------|-------------|---------------|------------|------------|-------------|------------|--------|
| 01.0.00000.0.00000.74400.4320.2300000 | Supplies    | \$11,450.00 | \$0.00      | \$11,450.00 | \$293.51      | \$2,936.36 | \$8,513.64 | \$1,263.48  | \$7,250.16 | 63.32% |

**Transaction Detail (Standard)**

| Reference Number | Requisition Number | PO/Ship Number | Description | Name                  | Journal          | Amount   |
|------------------|--------------------|----------------|-------------|-----------------------|------------------|----------|
| 12152017         | 6                  | 11             | AP POSTING  | VINCE'S PASTA & PIZZA | Accounts Payable | \$43.57  |
| 16134            | 82930              | 182550         | AP POSTING  | PALMDALE TROPHY       | Accounts Payable | \$34.22  |
| KWD3915          | 83410              | 183138         | AP POSTING  | CDW GOVERNMENT INC    | Accounts Payable | \$215.72 |
| Detail Total:    |                    |                |             |                       |                  | \$293.51 |

|                                       |                          |             |        |             |         |            |             |        |             |         |
|---------------------------------------|--------------------------|-------------|--------|-------------|---------|------------|-------------|--------|-------------|---------|
| 01.0.00000.0.00000.74400.4380.2300000 | Supplies-Technology      | \$2,000.00  | \$0.00 | \$2,000.00  | \$0.00  | \$0.00     | \$2,000.00  | \$0.00 | \$2,000.00  | 100.00% |
| 01.0.00000.0.00000.74400.4399.2300000 | Holding                  | \$41,526.00 | \$0.00 | \$41,526.00 | \$0.00  | \$0.00     | \$41,526.00 | \$0.00 | \$41,526.00 | 100.00% |
| 01.0.00000.0.00000.74400.4420.2300000 | Non Cap Asset            | \$1,000.00  | \$0.00 | \$1,000.00  | \$0.00  | \$0.00     | \$1,000.00  | \$0.00 | \$1,000.00  | 100.00% |
| 01.0.00000.0.00000.74400.4480.2300000 | Non Cap Asset Technology | \$6,500.00  | \$0.00 | \$6,500.00  | \$0.00  | \$4,216.12 | \$2,283.88  | \$0.00 | \$2,283.88  | 35.14%  |
| 01.0.00000.0.00000.74400.5210.2300000 | Mileage                  | \$2,000.00  | \$0.00 | \$2,000.00  | \$87.31 | \$475.04   | \$1,524.96  | \$0.00 | \$1,524.96  | 76.25%  |

**Transaction Detail (Standard)**

| Reference Number | Requisition Number | PO/Ship Number | Description | Name             | Journal          | Amount  |
|------------------|--------------------|----------------|-------------|------------------|------------------|---------|
| NOV2017MILG      | 0                  | 0              | AP POSTING  | GALLI, VICKI SUE | Accounts Payable | \$87.31 |
| Detail Total:    |                    |                |             |                  |                  | \$87.31 |

|                                       |                     |             |        |             |            |            |            |            |            |        |
|---------------------------------------|---------------------|-------------|--------|-------------|------------|------------|------------|------------|------------|--------|
| 01.0.00000.0.00000.74400.5220.2300000 | Conferences/Mileage | \$18,000.00 | \$0.00 | \$18,000.00 | \$5,501.76 | \$8,010.08 | \$9,989.92 | \$2,579.69 | \$7,410.23 | 41.17% |
|---------------------------------------|---------------------|-------------|--------|-------------|------------|------------|------------|------------|------------|--------|

**Transaction Detail (Standard)**

| Reference Number | Requisition Number | PO/Ship Number | Description | Name        | Journal          | Amount     |
|------------------|--------------------|----------------|-------------|-------------|------------------|------------|
| CF18219LG        | 11420              | 17181          | AP POSTING  | CONFERENCES | Accounts Payable | \$591.96   |
| CF18219LG2       | 11420              | 17181          | AP POSTING  | CONFERENCES | Accounts Payable | \$591.96   |
| CF18219LG3       | 11420              | 17181          | AP POSTING  | CONFERENCES | Accounts Payable | \$591.96   |
| CF18219LG4       | 11420              | 17181          | AP POSTING  | CONFERENCES | Accounts Payable | \$591.96   |
| CF18219LG5       | 11420              | 17181          | AP POSTING  | CONFERENCES | Accounts Payable | \$591.96   |
| CF18219LG6       | 11420              | 17181          | AP POSTING  | CONFERENCES | Accounts Payable | \$591.96   |
| CF18219RG        | 11420              | 17181          | AP POSTING  | CONFERENCES | Accounts Payable | \$1,950.00 |
| Detail Total:    |                    |                |             |             |                  | \$5,501.76 |

|                                       |                     |            |        |            |        |            |        |        |        |       |
|---------------------------------------|---------------------|------------|--------|------------|--------|------------|--------|--------|--------|-------|
| 01.0.00000.0.00000.74400.5310.2300000 | District Membership | \$3,290.00 | \$0.00 | \$3,290.00 | \$0.00 | \$3,290.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
|---------------------------------------|---------------------|------------|--------|------------|--------|------------|--------|--------|--------|-------|

# Palmdale School District

## Personnel Commission 230

From Date: 12/1/2017

To Date: 12/31/2017

Fiscal Year: 2017-2018

| Account Number                            | Description                   | Budget                | Adjustments                                | GL Budget                 | Range To Date    | YTD           | Balance      | Encumbrance | Budget Bal   | %Bud    |
|---|-------------------------------|-----------------------|--|---------------------------|------------------|---------------|--------------|-------------|--------------|---------|
| 01.0.00000.0.00000.74400.5712.<br>2300000 | Direct Costs-Printing         | \$1,960.00            | \$0.00                                     | \$1,960.00                | \$0.00           | \$466.50      | \$1,493.50   | \$0.00      | \$1,493.50   | 76.20%  |
| 01.0.00000.0.00000.74400.5719.<br>2300000 | Direct Costs-Mailing Services | \$2,000.00            | \$0.00                                     | \$2,000.00                | \$96.91          | \$238.18      | \$1,761.82   | \$0.00      | \$1,761.82   | 88.09%  |
| <b>Transaction Detail (Standard)</b>      |                               |                       |  |                           |                  |               |              |             |              |         |
| <u>Reference Number</u>                   | <u>Requisition Number</u>     | <u>PO/Shio Number</u> | <u>Description</u>                         | <u>Name</u>               | <u>Journal</u>   | <u>Amount</u> |              |             |              |         |
| 2736                                      | 0                             | 0                     | JE180304 POSTAGE CHARGEBACKS OCTOBER 2017  | amodlin                   | Adjusting        | \$53.07       |              |             |              |         |
| 2737                                      | 0                             | 0                     | JE180305 POSTAGE CHARGEBACKS NOVEMBER 2017 | amodlin                   | Adjusting        | \$43.84       |              |             |              |         |
| Detail Total:                             |                               |                       |  |                           |                  | \$96.91       |              |             |              |         |
| 01.0.00000.0.00000.74400.5810.<br>2300000 | Advertising - Legal           | \$10,000.00           | \$0.00                                     | \$10,000.00               | \$195.99         | \$930.49      | \$9,069.51   | \$192.46    | \$8,877.05   | 88.77%  |
| <b>Transaction Detail (Standard)</b>      |                               |                       |  |                           |                  |               |              |             |              |         |
| <u>Reference Number</u>                   | <u>Requisition Number</u>     | <u>PO/Ship Number</u> | <u>Description</u>                         | <u>Name</u>               | <u>Journal</u>   | <u>Amount</u> |              |             |              |         |
| 32407080                                  | 83336                         | 182991                | AP POSTING                                 | A V PRESS                 | Accounts Payable | \$195.99      |              |             |              |         |
| Detail Total:                             |                               |                       |  |                           |                  | \$195.99      |              |             |              |         |
| 01.0.00000.0.00000.74400.5822.<br>2300000 | Legal Expenses                | \$46,273.00           | \$0.00                                     | \$46,273.00               | \$129.00         | \$10,550.00   | \$35,723.00  | \$35,723.00 | \$0.00       | 0.00%   |
| <b>Transaction Detail (Standard)</b>      |                               |                       |  |                           |                  |               |              |             |              |         |
| <u>Reference Number</u>                   | <u>Requisition Number</u>     | <u>PO/Ship Number</u> | <u>Description</u>                         | <u>Name</u>               | <u>Journal</u>   | <u>Amount</u> |              |             |              |         |
| 553241                                    | 82548                         | 182315                | AP POSTING                                 | FAGEN FRIEDMAN & FULFROST | Accounts Payable | \$98.00       |              |             |              |         |
| 553242                                    | 82548                         | 182315                | AP POSTING                                 | FAGEN FRIEDMAN & FULFROST | Accounts Payable | \$31.00       |              |             |              |         |
| Detail Total:                             |                               |                       |  |                           |                  | \$129.00      |              |             |              |         |
| 01.0.00000.0.00000.74400.5828.<br>2300000 | Software Support              | \$27,375.00           | \$0.00                                     | \$27,375.00               | \$0.00           | \$26,065.00   | \$1,310.00   | \$0.00      | \$1,310.00   | 4.79%   |
| 01.0.00000.0.00000.74400.5830.<br>2300000 | Consultants                   | \$6,400.00            | \$0.00                                     | \$6,400.00                | \$0.00           | \$0.00        | \$6,400.00   | \$0.00      | \$6,400.00   | 100.00% |
| 01.0.00000.0.00000.74400.5890.<br>2300000 | Other Operation Services      | \$1,350.00            | \$0.00                                     | \$1,350.00                | \$100.00         | \$250.00      | \$1,100.00   | \$1,100.00  | \$0.00       | 0.00%   |
| <b>Transaction Detail (Standard)</b>      |                               |                       |  |                           |                  |               |              |             |              |         |
| <u>Reference Number</u>                   | <u>Requisition Number</u>     | <u>PO/Ship Number</u> | <u>Description</u>                         | <u>Name</u>               | <u>Journal</u>   | <u>Amount</u> |              |             |              |         |
| 5475                                      | 82271                         | 182057                | AP POSTING                                 | SHREDS UNLIMITED          | Accounts Payable | \$50.00       |              |             |              |         |
| 6045                                      | 82271                         | 182057                | AP POSTING                                 | SHREDS UNLIMITED          | Accounts Payable | \$50.00       |              |             |              |         |
| Detail Total:                             |                               |                       |  |                           |                  | \$100.00      |              |             |              |         |
| Function: Personnel Commission - 74400    |                               | \$747,413.00          | \$0.00                                     | \$747,413.00              | \$55,297.58      | \$293,572.66  | \$453,840.34 | \$40,858.63 | \$412,981.71 | 55.25 % |

End of Report



**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: January 10, 2018 \_\_\_\_\_ REPORT

TO: Personnel Commission \_\_\_\_\_ X ACTION

FROM: Vicki Galli  
Director, Personnel Commission

RE: APPROVAL OF AMERICANS WITH DISABILITIES ACT (ADA)  
COMPLIANT FORM: Math Tutor

BACKGROUND

A primary function of the Personnel Commission is to review job descriptions as well as determine the merit and fitness requirements for classified classifications. The Americans with Disabilities Act (ADA) suggests that physical/mental requirements for the performance of the essential functions for a particular classification be specified in a recommended format.

STATUS

The physical/mental requirements are indicated on the attached form. The physical/mental requirements to perform the tasks are being articulated in the ADA-compliant form.

RECOMMENDATION

It is recommended that the Personnel Commission approve the ADA form for the new casual classification of Math Tutor.

PALMDALE SCHOOL DISTRICT  
ADA COMPLIANT JOB ANALYSIS

**MATH TUTOR**

**Frequency Key:** The following abbreviations denote the frequency an activity is performed daily.

N = Never

I = Infrequently (less than once per day)

O = Occasionally (less than 2 ½ hours per day)

F = Frequently (2 ½ to 5 hours per day)

C = Continuously (more than 5 hours per day)

**Physical Demands**

**Postures/ Movements: During ESSENTIAL Functions**

|            |     |               |   |                         |     |
|------------|-----|---------------|---|-------------------------|-----|
| Sitting    | F-C | Kneeling      | I | Twisting at Waist       | O-F |
| Standing   | O   | Crawling      | I | Reaching:               |     |
| Walking    | O   | Climbing      | I | Above Shoulders         | O   |
| Bending    | O   | Balancing     | I | At/ Below Shoulders     | O-F |
| Stooping   | O   | Foot Controls | I | Neck Extension (up)     | O-F |
| Squatting  | O   | Pushing       | I | Neck Flexion (down)     | O-C |
| Lying Down | N   | Pulling       | I | Neck Rotation (turning) | O-C |

Comments:

**Physical Demands (Continued)**

**Lifting:** During ESSENTIAL Functions \* Indicates with assistance

| <u>Weight - Pounds</u> | <u>Below Waist</u> | <u>Waist/ Chest</u> | <u>Above Shoulder</u> | <u>Examples of Objects Lifted</u>    |
|------------------------|--------------------|---------------------|-----------------------|--------------------------------------|
| Up to 10               | I-C                | I-O                 | I-O                   | Paper, supplies, books and materials |
| 11-25                  | I-O                | I-O                 | I                     | Paper, supplies, books and materials |
| 26-50                  | I                  | I                   | I                     | Books/binders                        |
| 51-75*                 | N-I*               | N-I*                | N-I*                  | N/A                                  |
| 76-100*                | N                  | N                   | N                     | N/A                                  |
| Over 100*              | N                  | N                   | N                     | N/A                                  |

Comments: \* Overweight Items require breaking down or assistance

**Carrying:** During ESSENTIAL Functions \* Indicates with assistance

| <u>Pounds</u> | <u>Freq.</u> | <u>Distance</u> | <u>Examples of Objects Carried</u>   |
|---------------|--------------|-----------------|--------------------------------------|
| Up to 10      | I-C          | 100'            | Paper, supplies, books and materials |
| 11-25         | I-O          | 20'             | Paper, supplies, books and materials |
| 26-50         | I            | 10'             | Books                                |
| 51-75         | N            |                 | N/A                                  |
| 76-100        | N            | N               | N/A                                  |
| Over 100      | N            | N               | N/A                                  |

Comments:

| Object Manipulation |       |   |
|---------------------|-------|---|
|                     | Freq. | Tools & materials handled during ESSENTIAL Functions: |
| Fine Grasp          | O-F   | Pen, pencil, paper clips, etc.                        |
| Fine Manipulation   | O-F   | Writing   |
| Gross Grasp         | I-O   | Books, binders  |
| Gross Manipulation  | I-O   | Books, binders  |
| Power Grasp         | I-O   | Books, binders  |

| Mental and Psychological Demands                              |   | Frequency |          |
|---|---|-----------|----------|
| Basic Work Abilities: <i>(please also refer to section X)</i> |   | Essential | Non-Ess. |
| 1   | Follow verbal and written instructions.                       | F         | N/A      |
| 2   | Maintain the established work pace.                           | C         | N/A      |
| 3   | Adhere to established work and safety procedures.             | C         | N/A      |
| 4   | Respond appropriately to direction, evaluation, or criticism. | F-C       | N/A      |
| 5   | Respond appropriately to changes in the work setting.         | C         | N/A      |
| <b>Attention to Task/ Details:</b>                            |   |           |          |
| 6   | Perform simple/ repetitive tasks.                             | O-C       | N/A      |
| 7   | Perform complex/varied tasks.                                 | O         | N/A      |
| 8   | Organize tasks and set priorities.                            | C         | N/A      |
| 9   | Manage multiple tasks simultaneously.                         | C         | N/A      |
| <b>Interaction with Others:</b>                               |   |           |          |
| 10  | Work cooperatively with coworkers.                            | C         | N/A      |
| 11  | Interact with customers or the public.                        | F-C       | N/A      |
| 12  | Give training/ instruction. (students)                        | O-C       | N/A      |
| 13  | Direct or supervise others. (students)                        | O-C       | N/A      |
| <b>Decision Making</b>  |   |           |          |
| 14  | Use basic problem-solving techniques.                         | F-C       | N/A      |
| 15  | Work autonomously, or with minimal supervision.               | F-C       | N/A      |
| 16  | Make independent decisions based on data/ circumstances.      | F-C       | N/A      |

Comments:

| Communication/ Sensory Demands |       |                            |       |               |
|--------------------------------|-------|----------------------------|-------|---------------|
| Method                         | Freq. | ESSENTIAL                  | Freq. | NON-ESSENTIAL |
| Seeing                         | C     | Read materials             |       | N/A           |
| Hearing                        | O-C   | Conversations              |       | N/A           |
| Speaking                       | O-F   | Conversations, instructing |       | N/A           |
| Reading                        | F-C   | Read materials             |       | N/A           |
| Writing                        | F-C   | Reports                    |       | N/A           |
| Math                           | F-C   | Instruction                |       | N/A           |

Comments:

| Environmental Conditions   |       |                |       |               |
|--|-------|----------------|-------|---------------|
|  | Freq. | ESSENTIAL      | Freq. | NON-ESSENTIAL |
| Indoors  | F-C   | Classroom work |       | N/A           |
| Outdoors   | I     | Recess         |       | N/A           |
| Cold   | I     | "              |       | N/A           |
| Heat   | I     | "              |       | N/A           |
| Humidity   | I     | "              |       | N/A           |
| Temperature Swings   | I     | "              |       | N/A           |
| Dust/ Wind   | I     | "              |       | N/A           |
| Noise  | I-F   | "              |       | N/A           |
| Vibration  | I     |                |       | N/A           |
| Fumes/ Odors   | I     |                |       | N/A           |
| Toxic Substances   | I     |                |       | N/A           |
| Radiation  | N     |                |       | N/A           |
| Mechanical Hazards   | I     |                |       | N/A           |
| Electrical Hazards   | I     |                |       | N/A           |
| Explosive Hazards  | I     |                |       | N/A           |
| <b>Safety Equipment/ Training/ Attire:</b> Appropriate attire per Board Dress Code policy. |       |                |       |               |

| Operation of Vehicles, Equipment or Machinery |       |                                |       |
|---|-------|--------------------------------|-------|
| During ESSENTIAL Functions                    | Freq. | During NON-ESSENTIAL Functions | Freq. |
| Computer, Copier, Office equipment            | O-F   | None                           |       |
| Automobile                                    | I     |                                |       |
|   |       |                                |       |

| Work Setting*   |    |                       |    |                            |
|---|----|-----------------------|----|----------------------------|
| Brief Description of Work Site: District Office, School Sites |    |                       |    |                            |
| Breaks: 2 15-min, 30 min. lunch                               |    | Overtime: None        |    |                            |
| Supervised by: Site Administrator and/or designee             |    | Supervises : Students |    |                            |
| Number of Employees at Work Site: varies                      |    |                       |    |                            |
| Characteristics of Site:                                      | %  |                       | %  |                            |
| Informal  | 40 | Formal                | 60 | Formal + Informal = 100 %  |
| Autonomy-oriented   | 60 | Team-oriented         | 40 | Autonomy + Team = 100%     |
| Routine Tasks   | 70 | Variable Tasks        | 30 | Routine + Variable = 100 % |
| Slow Paced  | 50 | Fast Paced            | 50 | Slow + Fast Paced = 100%   |
| Low Pressure  | 50 | High Pressure         | 50 | Low + High Pressure = 100% |

| Job Analysis Participants  |           |   |          |
|--|-----------|---|----------|
| Name   | Signature | Job Title                                       | Date     |
| Vicki Galli  |           | Director,<br>Pers. Comm.                        | 12/05/17 |
| Barbara Gaines   |           | Director of<br>Curriculum<br>and<br>Instruction | 01/02/18 |
|  |           |   |          |
| <b>Other Sources of Information:</b><br>x Referral to company job descriptions |           |   |          |
| Written by: <u>Vicki Galli</u> Date: <u>12/05/17</u>                           |           |   |          |