

Personnel Commission
AGENDA OF REGULAR MEETING
Wednesday, September 12, 2018 - 5:30 P.M.
Site 18, Room 125
37230 37th Street East, Palmdale, CA 93550

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

I. PRELIMINARY BUSINESS

ACTION

- A. Approval of Meeting Minutes – August 22, 2018

11-18/19

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
1. Ratification of Eligibility Lists
2. Nullification of Eligibility Lists
3. Ratification of Transfers

12-18/19

IV. NEW BUSINESS

ACTION

- A. Ratification of Eligibility List With Less Than Three Ranks:
Paraeducator-Certified Interpreter (DHH)
Paraeducator-Certified Interpreter II (DHH)
B. 2019 CSPCA Annual Conference
C. 2019 CSPCA Merit System Academy

13-18/19

14-18/19

15-18/19

V. INFORMATION/REPORTS

Info Only

- A. Expenses Review
B. Classified Update
C. Interim Director, Personnel Commission
D. Comments from Commissioners

VI. RECESS TO CLOSED SESSION

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code, Section 54957
 - 1. Public Employee: Discipline/Dismissal/Release

VII. RECONVENE TO OPEN SESSION

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

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code, Section 54957
 - 1. Public Employee: Discipline/Dismissal/Release

IX. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: September 26, 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 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 August 22, 2018 Regular Meeting

CALL TO ORDER	Chairperson Kathleen Duren called the meeting to order at 5:30 p.m., followed by the Pledge of Allegiance led by Don Wilson.
MEMBERS PRESENT	Mrs. Kathleen Duren, Chairperson Mr. Don Wilson, Vice Chairperson Mrs. Deneese Thompson, Commissioner A quorum was present
STAFF PRESENT	Ms. Mary Theus, Interim Director, Personnel Commission Mrs. Stacey Elliott, Personnel Analyst Mrs. Susan McCormick, Administrative Secretary
PRESENTATION	Stacey Elliott, Personnel Analyst, gave a presentation entitled "Employment Examination Procedure," which outlined the processes involved in each step of scheduling an examination.
PRELIMINARY BUSINESS	Mr. Wilson moved to approve the minutes of the August 08, 2018 meeting, with Mrs. Thompson providing a second, and discussion was called for. Mrs. Thompson requested an amendment to the first sentence under the New Business heading by striking "Mr. Thompson provided a second" and inserting "Mr. Wilson provided a second." Mrs. Duren then called for the vote. The minutes were approved as amended.
PUBLIC COMMENTS CONCERNING AGENDA ITEMS	Dr. Stacy Bryant, Deputy Superintendent, explained the District's justification for the requested increase in the Substitute Custodian salary. She indicated that a casual survey of other districts showed Palmdale School District to be below the average. In order to maintain a reliable pool of substitutes, the District believes the salary needs to be more competitive. Dr. Bryant also spoke concerning the proposed salary increases for Executive Assistant-Non Confidential, Facilities Planning Technician, and Senior Payroll Clerk. She noted that after the most recent CSEA negotiations, only a small percentage of classifications were adjusted. Dr. Bryant's recommendation is that the item for salary adjustments be tabled until a thorough internal equity study is conducted for the classified service.

Trixie Flores, Facilities Planning Technician, noted her unique position within the District and how that position has been represented in salary schedules over the years in comparison to Accounting/Data Processing Technician. She requested consideration for equal pay when conducting the internal equity study.

Rosie Moreno-Molnar, Senior Payroll Technician, noted that while her classification used to be part of the Leadership Schedule, it was re-positioned to the CSEA schedule. Ms. Moreno-Molnar would like to see her classification restored to Leadership with appropriate salary placement.

Claudia Mejuto, Executive Assistant-Non Confidential, reiterated her concern with the discrepancy in salary schedules between Confidential and Non Confidential Executive Assistants who perform the same job duties without same pay.

Eva Garcia, School Secretary, asked about the Classification/Compensation Study recommendation to condense the clerical classification titles. She also mentioned the work year for School Secretaries has been adjusted from 12-month to 10-month and now to 11-month. There is no internal equity in salaries between their classification and Administrative Secretaries, who perform largely the same job duties.

Astrid Cante, Administrative Secretary and CSEA Chapter President, proposed a joint meeting between the District, the Personnel Commission, and Union representatives to discuss and make recommendations for greater internal equity in the salary schedules. She shared that the Classification/Compensation Study was not reflective of CSEA negotiations and the recent salary schedule changes. She stated that internal equity is the top priority, and extended the Commission an invitation to attend a CSEA chapter meeting.

Veronica Rojas, School Secretary and CSEA Clerical Negotiator, requested an update from the District on the salary recommendations proposed by the Personnel Commission.

**PUBLIC COMMENTS CONCERNING
NON-AGENDA ITEMS**

No comments.

CONSENT AGENDA

Mr. Wilson moved to approve the Consent Agenda as presented, with Mrs. Thompson providing a second, and discussion was called for. Hearing none, Mrs. Duren called for the vote, and the motion passed unanimously.

UNFINISHED BUSINESS

Approval of Salary Increase – Substitute Custodian

Mr. Wilson moved to approve the salary increase for Substitute Custodian as presented, with Mrs. Thompson providing a second, and discussion was called for. Mrs. Duren expressed reservations in relation to the salary schedule for permanent employees and the hold on several full-time custodial positions. The vote was called for and the motion passed.

Ayes: Mr. Wilson, Mrs. Thompson Noes: Mrs. Duren

NEW BUSINESS

Proposed Salary Range Adjustments: Executive Assistant – Non Confidential, Facilities Planning Technician, Senior Payroll Clerk

Mr. Wilson, considering the comments and discussion, moved to withdraw this item from the agenda for Commission action. Mrs. Thompson provided a second, and discussion was called for. Hearing none, Mrs. Duren called for the vote and the motion passed unanimously.

INFORMATION / REPORTS

Classified Update

Ms. Theus distributed the Classified Update.

Interim Director, Personnel Commission

Ms. Theus noted that the positions for Director of Child Nutrition and Assistant Director of Human Resources have been filled. The PC staff continues to fill positions on an ongoing basis. There is much activity with the transition of personnel resulting in an increased number of open positions. Ms. Theus also reminded the Commissioners of the annual CSPA Conference scheduled for early next year.

Comments from Commissioners

Mrs. Duren assured all of the speakers that their concerns have been heard. She conveyed her appreciation for Dr. Bryant's attendance, and thanked CSEA and employees for their input. Mrs. Duren advised Ms. Theus to respond to concerns raised by Eva Garcia and Veronica Rojas. In addition, she suggested that Ms. Theus open dialogue with Dr. Bryant regarding the internal equity study.

The Commissioners shared their experiences with volunteering at school sites on the first day of school.

RECESS TO CLOSED SESSION

Recess to closed session at 6:42 P.M.

A. With respect to every item of business to be discussed in closed session, pursuant to Government Code Section 54956.9

1. **Conference with Legal Counsel – Anticipated Litigation**

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9

One potential case

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

1. **Public Employee Discipline/Dismissal/Release**

RECONVENE TO OPEN SESSION

Reconvened to open session at 7:48 P.M.

REPORT OUT OF CLOSED SESSION

With no action taken, there is no report.

NEXT MEETING

The next regular meeting of the Personnel Commission is scheduled for September 12, 2018 at 5:30 P.M. in Room 125 at Site 18.

ADJOURNMENT

On a motion made by Mrs. Thompson, the meeting was adjourned at 7:49 P.M.

Respectfully submitted,



Mary Theus

Interim Director, Personnel Commission

APPROVED:

Kathleen Duren, Chairperson

Don Wilson, Vice Chairperson

Deneese Thompson, Commissioner

Classified Update for August 22, 2018

1. Testing Status:

Bilingual School Secretary	QAI 08/31/18
Credentials Analyst	Performance/written exam pending
Executive Assistant-Confidential	Performance/written exam pending
Executive Assistant-Non Confidential	Performance/written exam pending
Family Health Provider	Written Exam 08/30/18
Health Technician LVN	QAI pending
Project/Curriculum Center Clerk	QAI 08/23/18
Technology Support Liaison	QAI 08/20/18
Warehouse Worker/Delivery Driver II	QAI 08/29/18

2. Postings:

Crossing Guard	Closes 09/07/18
Bilingual ECE Teacher Assistant	Continuous
ECE Teacher Assistant	Continuous
Family Health Provider	Closes 08/22/18
Health Assistant – LVN	Closes 09/06/18
Instructional Assistant I	Closes 09/06/18

Mental Health-Intensive Case Manager	Closes 08/23/18
Occupational Therapist	Continuous
Paraeducator Certified Interpreter	Continuous
Paraeducator Certified Interpreter II	Continuous
Transportation Field Supervisor	Closes 09/10/18

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE September 12, 2018 _____ 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.

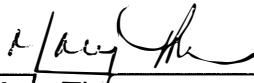
**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
September 12, 2018**

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 (Incl. merged)
Bilingual School Secretary	06/13/18	07/02/18	7/17/18	08/31/18	169	17	4	4	4	4	09/04/18	09/03/19	*Yes	5
Project/Curriculum Center Clerk	06/12/18	07/02/18	07/31/18	08/23/18	70	47	29	29	23	23	08/23/18	08/22/19	No	13
Technology Support Liaison	06/01/18	06/21/18	08/15, 08/16/18	08/20/18	81	58	19	11	17	11	08/23/18	08/22/19	No	8
Warehouse Worker/Delivery Driver II	06/01/18	06/21/18	07/26/18	08/29/18	202	50	33	NA	23	23	08/30/18	08/29/19	No	16

*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

9/5/18

Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE September 12, 2018 _____ 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 School Secretary	02/05/18	02/04/19

RECOMMENDATION

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

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE September 12, 2018 _____ 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.	Brown, Erika	08/15/18	Paraeducator-Moderate to Severe from (BV) 6.5 hrs/182 days, to (YN) 7.0 hrs/182 days	Increase in hours by seniority, Replacement for Cheryl Michel
b.	Castillo, Krystina	08/15/18	From Paraeducator-LVN (MZ) 6.5 hrs/182 days to Health Assistant/LVN (PDC Pre) 8.0 hrs, 11 mos	Growth
c.	Gamez, Eva	08/08/18	Bilingual Early Childhood Education Teacher Assistant from (TW) 3.75 hrs/185 days to (CH) 5.75 hrs/185 days	Increase in hours by seniority, Growth
d.	Guzman, Celina	08/08/18	Bilingual Early Childhood Education Teacher Assistant from (OC) 3.75 hrs/185 days to (DO) 5.75 hrs/185 days	Increase in hours by seniority, Growth
e.	Hall, Donald L.	08/15/18	Child Nutritoin Assistant I 3.0 hrs/182 days from (CM) to (DGM)	Reassignment; Elimination of position Replacement for Rocio Gusbeth
f.	Hoes, Kimberly	08/15/18	Paraeducator-Moderate to Severe from (BV) 6.5 hrs/182 days to (PDC) 7.0 hrs/182 days	Increase in hours by seniority Replacement for Laura See
g.	Hurtado, Maria	08/08/18	Bilingual Early Childhood Education Teacher Assistant from (TW) 3.75 hrs/185 days to (CH) 5.75 hrs/185 days	Increase in hours by seniority, Growth
h.	Johnson, Kelly	08/15/18	From Child Nutrition Cashier (DR) 3.0 hrs/182 days to Child Nutrition Assistant II (CA) 5.75 hrs/182 days	Promotion Replacement for Nicole Sewalson
i.	Langarica, Maria E.	08/08/18	Bilingual Early Childhood Education Teacher Assistant 3.75 hrs/185 days from (Antelope) to (CH)	Reassignment; Elimination of position Growth
j.	Magee, Hope	08/15/18	Paraeducator-Moderate to Severe 6.5 hrs/182 days, from (DW) to (BV)	Reassignment; Elimination of position Replacement for Brigitte Warmington
k.	Mendez, Maribel	08/08/18	Bilingual Early Childhood Education Teacher Assistant 3.75 hrs/185 days, from (Antelope) to (TW)	Voluntary transfer
l.	Osorio-Rivas, Maria	08/15/18	From Special Education Instructional Assistant (PDC) 5.75 hrs/182 days to Bilingual Typist Clerk (PDC Pre) 5.75 hrs/204 days	Promotion; Growth
m.	Puente, Sonia	08/08/18	Early Childhood Education Teacher Assistant 3.75 hrs/185 days, from (Antelope) to (Site 18)	Reassignment; Elimination of position Growth
n.	Ramirez, Deima	08/08/18	Bilingual Early Childhood Education Teacher Assistant from (YU) 3.75 hrs/185 days to (MZ) 5.75 hrs/185 days	Increase in hours by seniority Growth
o.	Renteria, Griselda	08/08/18	Early Childhood Education Teacher Assistant 3.75 hrs/185 days from (CH) to (CH)	Reassignment to same site; Elimination of position; Growth

TRANSFERS AND REASSIGNMENTS

p.	Sanchez, Mayra	08/08/18	Bilingual Early Childhood Education Teacher Assistant 3.75 hrs/185 days, from (Antelope) to (Wilsona)	Reassignment; Elimination of position Replacement for Rubi Cervantes
q.	Seymour, Ashley	08/15/18	From Instructional Assistant I (BS) 5.75 hrs/182 days to Special Education Instructional Assistant I (JH) 5.75 hrs/182	Growth
r.	Velgara, Blanca	08/08/18	Bilingual Early Childhood Education Teacher Assistant from (TW) 3.75 hrs/185 days to (Site 18) 5.75 hrs/185 days	Increase in hours by seniority Growth
s.	Zarazua, Gricelda	08/15/18	Paraeducator-Moderate to Severe (PDC) 5.75 hrs/182 days to (YN) 7.0 hrs/182 days	Increase in hours by seniority Growth

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: September 12, 2018 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Interim Director, Personnel Commission

RE: APPROVAL OF ELIGIBILITY LIST WITH LESS THAN THREE RANKS:
PARAEDUCATOR CERTIFIED INTERPRETER (DHH) and
PARAEDUCATOR CERTIFIED INTERPRETER II (DHH)

BACKGROUND

A primary function of the Personnel Commission is to recruit and select qualified candidates for employment with the District based on the merit system. Through the selection process, candidates are tested and ranked on the basis of their overall knowledge, skills, and abilities.

STATUS

Recruitment efforts for the Paraeducator Certified Interpreter (DHH) and Paraeducator Certified Interpreter II (DHH) classifications are continuous, with a limited number of applicants. Currently we have two applicants, one for each classification, who meet all minimum qualifications and have completed the examination process. Due to an ongoing need for qualified candidates, the District would like the ability to interview and select, if appropriate, from the lists of one eligible. Therefore, a list of fewer than three ranks for each classification is presented for your consideration and approval.

RECOMMENDATION

It is recommended that the Personnel Commission approve the eligibility lists for Paraeducator Certified Interpreter (DHH) and Paraeducator Certified Interpreter II (DHH), as presented.

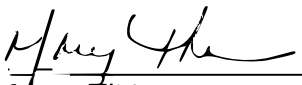
**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
September 12, 2018**

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 (Ind. merged)
Paraeducator-Certified Interpreter (DHH)	07/12/17	06/30/18	06/20/18	08/21/18	17	4	1	NA	1	1	08/23/18	08/22/19	No	1

*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

9/5/18

Date

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
September 12, 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 (Incl. merged)
Paraeducator-Certified Interpreter II (DHH)	07/12/17	06/30/18	06/20/18	08/21/18	9	4	1	NA	1	1	08/23/18	08/22/19	No	1

*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

9/5/18

Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE September 12, 2018 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Interim Director, Personnel Commission

RE: APPROVAL OF ATTENDANCE TO ANNUAL CONFERENCE –
CALIFORNIA SCHOOL PERSONNEL COMMISSIONERS ASSOCIATION (CSPCA)

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. CSEA executive board members have attended as well.

STATUS

The 2019 CSPCA Annual Conference will be held in Anaheim, California commencing Thursday, February 7, 2019 through Sunday, February 10, 2019. While the conference registration fee and program details are not available, the hotel stay can be reserved without delay. The conference venue has a limited number of rooms, subject to availability, at the rate of \$194/night plus taxes and fees.

RECOMMENDATION

It is recommended that the Personnel Commission approve the attendance for interested Commissioners and staff.



California Schools Personnel Commissioners
Association (CSPCA)

2019 Annual Conference February 7-10, 2019

Save the Date!



We are getting our plans together...

If you have any ideas, contact Conference Chairperson:

Nora Roque at nroque@inglewood.k12.ca.us



Paradise Pier Hotel, Anaheim, California



Hosted by: The Personnel Commissions Association of
Southern California (PCASC)

Registration and program details will be announced in Summer 2018

Room reservation information available at the PCASC website: (<http://pcasc.meritsystem.org>)

Personnel Commissions Association of Southern California

California School Personnel Commissioners Association (CSPCA) Annual Conference

SAVE THE DATE

February 7-10, 2019
Paradise Pier Hotel
Anaheim, California

Contact
Nora Roque, Conference Chairperson
nroque@inglewood.k12.ca.us

Presented by the Board of Directors California School Personnel
Commissioners Association. Hosted by the Personnel Commissioners
Association of Southern California (PCASC).

Hotel Reservation and Theme Park Tickets

Make your room reservation now! The special rate for the conference is \$194.00. A limited number of rooms are reserved at this rate. To secure a room please contact the Disneyland® Resort by booking online 24/7 at <https://www.mydisneygroup.com/gpcb19b> or by calling (714) 520-5005, M-F from 8 am to 5 pm PST. Reservations must be made by Tuesday, January 15, 2019 or before the group rooms are sold out, so do not delay. Prevailing rates may apply after this date or when the group rooms are sold out, whichever occurs first. Rooms are subject to availability.

Discounted Special Group Theme Park Tickets available to purchase online via the same URL noted above. The online ticket store within that link will open 4 months prior to your first arrival date. And the online ticket store will close 3 days prior to your event start date. These special ticket prices are not available once you arrive at the Resort.

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE September 12, 2018 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Interim Director, Personnel Commission

RE: APPROVAL OF ATTENDANCE TO ANNUAL MERIT ACADEMY –
CALIFORNIA SCHOOL PERSONNEL COMMISSIONERS ASSOCIATION (CSPCA)

BACKGROUND

The Personnel Commission and staff have an opportunity each year to attend the CSPCA Merit Academy. This academy provides attendees with knowledge and understanding of the Merit System, Education Code and Labor Law.

STATUS

The 2019 CSPCA Merit Academy will be held in San Diego, California. The five-session program, one Saturday per month, will commence January 12, 2019 through May 18, 2019. The program includes specialized training and instruction on a variety of topics pertinent to the Merit System process and Human Resource management.

The Merit Academy tuition is \$630 per person, and \$580 for each additional person. The fee includes publications and other resource materials.

RECOMMENDATION

It is recommended that the Personnel Commission approve the attendance for interested Commissioners and staff, as appropriate.

MERIT ACADEMY

California School Personnel Commissioners Association

15360 Tacony Road
Apple Valley, CA 92307

Phone: 760-617-4297

Fax: 760-242-5843

E-mail: cspca01@gmail.com

For more information,
please contact:

George Cole
Executive Director
cspca01@gmail.com
760-617-4297

Cynthia Carrillo
Training Director
carrillo.cynthia@lud.org
805-742-3220



2017 Merit Academy Graduates

For more information visit our website:
www.meritsystem.org

The Merit Academy is recognized by the
following organizations:



California School Personnel
Commissioners Association

MERIT ACADEMY



*Providing specialized human
resource management training for
Personnel Commissioners, HR
Directors, District Administrators,
HR staff, and Union Leaders who
are interested in learning more
about the Merit System.*

Supporting Education Through Merit
www.meritsystem.org



Pat Heineke, Presenter

CURRICULUM AND TRAINING

The Merit Academy is a five-session (one Saturday per month)
program that includes training and instruction on the following topics:

Introduction to the Merit System

- History of the Merit System
- Adding Value Through Merit

Understanding the Merit System Process

- The Role of the PC and the Board of Education
- The Role of the Director
- Selection of Personnel Commissioners
- Selection of Commission Director and Staff
- Hearings and Appeals

Best Practices—Human Resources

- Classification and Compensation
- Recruitment and Selection
- A Successful Merit System
- Fair Employment / EEO
- Using Technology and Social Media

Collective Bargaining

- Collective Bargaining Issues & the Role of the PC



2017 Merit Academy Attendees

EXPERIENCE THE MERIT ACADEMY

The Merit Academy is held annually in various locations throughout California and is designed to provide attendees with the knowledge and understanding of HR management as it relates to the Merit System Process, California Education Code, Labor Law and Best Practices in Human Resources.

The Merit Academy was very interactive and well coordinated. Each instructor was prepared and provided great knowledge and experience to the academy. The location site allowed for interaction between satellite classes, which enhanced our learning environment across other districts. Thank you for your all your kind efforts in Making the Merit Academy overall enjoyable. -Jennifer Perez, Personnel Commissioner (Bassett USD), 2018 Merit Academy Attendee

"I would highly recommend anyone who is new to the K-12 or who has taken on a new role within K-12 attend the Merit Academy. Not only is it an opportunity of continued learning and development but it is also set within a forum of individuals who are supportive and encouraging. You will have an opportunity to meet and connect with others within your same role or within roles that you may ultimately interact with, while having the opportunity to enjoy several full-day sessions of all things Merit." -Veronica Hodge, Personnel Executive Director (Alameda COE), 2018 Merit Academy Attendee

"The Merit Academy has been highly informative in helping me learn my new role in HR. The ideas and information that I take away from it will help me move to the next level in my job." -Erika Diggs, HR Analyst (Lompoc USD), 2018 Merit Academy Attendee

INFORMATION ABOUT THE MERIT ACADEMY

CSPCA invites you to attend the Merit Academy.

TARGET AUDIENCE:

- New and aspiring merit system Directors
- Personnel Commissioners
- District Administrators
- Board Members
- Human Resources Staff
- Union Leaders

LOCATION:

Poway Unified School District

15250 Avenue of Science
San Diego, CA 92128

DATES:

- Saturday, January 12, 2019
- Saturday, February 23, 2019
- Saturday, March 23, 2019
- Saturday, April 27, 2019
- Saturday, May 18, 2019

TUITION:

\$630 per student, and \$580 for each additional student from the same district.

The cost includes tuition, publications, handouts, documents, snacks and a light lunch for all five sessions of training.

REGISTRATION:

1. Visit the CSPCA website at: www.meritsystem.org
2. Go to the "Merit Academy" tab
3. Click "Register Online Now!"
4. Complete the form
5. Click "Submit"
6. Mail or Hand deliver payment

MERIT ACADEMY HISTORY



Prior to 2000, CSPCA had an active committee network, traveling around the state helping merit districts. The CSPCA annual conference provided some of the necessary training for merit districts, but we soon realized that more comprehensive training was essential to the success of the Personnel Commission and its staff.

With the encouragement and support of the late Charles Snipes, former Personnel Commissioner from Hayward Unified School District, Dick Ide, former Classified Director from Hayward Unified School District, and several other personnel directors, commissioners and commission staff who volunteered their time and efforts in developing and putting together the idea of an extensive concentrated educational process on the merit system, called the Merit Academy.

Today, the Merit Academy continues to grow in complexity with the use of technology, an evolving curriculum, and interactive class participation to deliver a comprehensive study of the merit system.

The Academy has been successful in the past thanks to the work of many people involved in getting it off the ground and by some very talented faculty members.

The Academy is continually modified based on legal updates and student feedback.

In Memory of Charles Snipes ***1925-2018***

Charles was a warrior and champion of the Merit System. He was a recipient of the Schuyler Joyner award, CSPCA's top award as a Personnel Commissioner of the Hayward Unified School District. While at Hayward, he was one of the contributing forces behind the first Merit Academy held in 2000. For years Charles was honored to present the *Schuyler Joyner Award* to the recipient at the annual conference. In 2011, the award was renamed in honor of Charles as well, making it the *Joyner/Snipes Award*.

MEET OUR FACULTY

Our faculty members are experienced practitioners in merit system districts including Human Resources Directors, Personnel Commissioners, attorneys, and others that are experts in their field.

Beth Ann Arko
Director, Downey Unified School District

Steve Bailey
Retired Director, Ventura Unified School District

John Caldecott
Retired Director, Newport Mesa Unified School District

Cynthia Carrillo
Director, Lompoc Unified School District

George Cole
CSPCA Executive Director

DeShaun Dickson
Director, Victor Valley Union HS District

Pat Heineke
Retired Director, Downey Unified School District

Jode Howard
Director, Bassett Unified School District

Kenneth Kato
Executive Officer, Long Beach Unified School District

Kristine Kuong
Attorney, Musick, Peeler & Garrett LLP

TR Lin
Retired Director, La Mesa Spring Valley Unified School District

Paul Z. McGlocklin
Attorney, Atkinson, Andelson, Loya, Ruud & Romo

Anil Muhammed
Director, Huntington Beach Union HS District

Kristin Olson
Executive Director, Long Beach City College

Scott Pilch
Director, Los Angeles County Office of Education

Suzy Seymour
Director, Garden Grove Unified School District
and others...



**Supporting Education
Through Merit**
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PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: September 12, 2018 X REPORT
TO: Personnel Commission ACTION
FROM: Mary Theus
Interim 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.

MT:smc

Palmdale School District

Personnel Commission 230

From Date: 8/1/2018

To Date: 8/31/2018

Fiscal Year: 2018-2019

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
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01.0.00000.0.00000.74400.4320. Supplies 23000000	\$10,000.00	\$678.62	\$1,160.81	\$8,839.19	\$932.29	\$7,906.90	79.07%
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Transaction Detail (Standard)							
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount	
7192018	91103	191047	AP POSTING	VINCE'S PASTA & PIZZA	Accounts Payable	\$24.19	
8032018PC	91103	191047	AP POSTING	VINCE'S PASTA & PIZZA	Accounts Payable	\$31.36	
8202018	91103	191047	AP POSTING	VINCE'S PASTA & PIZZA	Accounts Payable	\$23.32	
8232018	91103	191047	AP POSTING	VINCE'S PASTA & PIZZA	Accounts Payable	\$31.53	
PC8102018	91103	191047	AP POSTING	VINCE'S PASTA & PIZZA	Accounts Payable	\$35.98	
PINV0444320	90854	190968	AP POSTING	SOUTHWEST SCHOOL & OFFICE	Accounts Payable	\$532.24	
Detail Total:						\$678.62	

01.0.00000.0.00000.74400.4380. Supplies-Technology 23000000	\$1,950.00	\$0.00	\$0.00	\$1,950.00	\$0.00	\$1,950.00	100.00%
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Palmdale School District

Personnel Commission 230

From Date: 8/1/2018

To Date: 8/31/2018

Fiscal Year: 2018-2019

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
01.0.00000.0.00000.74400.4420. 2300000	Non Cap Asset	\$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	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
01.0.00000.0.00000.74400.5210. 2300000	Mileage	\$2,000.00	\$0.00	\$23.11	\$1,976.89	\$0.00	\$1,976.89	98.84%
01.0.00000.0.00000.74400.5220. 2300000	Conferences/Mileage	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00	100.00%
01.0.00000.0.00000.74400.5310. 2300000	District Membership	\$3,350.00	\$0.00	\$3,350.00	\$0.00	\$0.00	\$0.00	0.00%
01.0.00000.0.00000.74400.5712. 2300000	Direct Costs-Printing	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
01.0.00000.0.00000.74400.5719. 2300000	Direct Costs-Mailing Services	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
01.0.00000.0.00000.74400.5810. 2300000	Advertising - Legal	\$9,940.00	\$0.00	\$0.00	\$9,940.00	\$354.10	\$9,585.90	96.44%
01.0.00000.0.00000.74400.5822. 2300000	Legal Expenses	\$65,000.00	\$3,578.40	\$3,578.40	\$61,421.60	\$61,421.60	\$0.00	0.00%

Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
593981	91247	191250	AP POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$217.00
593982	91247	191250	AP POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$692.00
593983	91247	191250	AP POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$961.00
593984	91247	191250	AP POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$1,708.40
Detail Total:						\$3,578.40

01.0.00000.0.00000.74400.5828. 2300000	Software Support	\$24,530.00	\$11,616.70	\$11,616.70	\$12,913.30	\$12,678.75	\$234.55	0.96%
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Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
INV24285	190057	190609	AP POSTING	NEOGOV	Accounts Payable	\$8,855.70
INV24286	91785	191973	AP POSTING	NEOGOV	Accounts Payable	\$2,761.00
Detail Total:						\$11,616.70

01.0.00000.0.00000.74400.5830. 2300000	Consultants	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	100.00%
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01.0.00000.0.00000.74400.5890. 2300000	Other Operation Services	\$800.00	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00	100.00%
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01.0.00000.0.00000.74400.5899. 2300000	Suspense	\$1,098.00	\$0.00	\$0.00	\$1,098.00	\$0.00	\$1,098.00	100.00%
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Palmdale School District

Personnel Commission 230

From Date: 8/1/2018

To Date: 8/31/2018

Fiscal Year: 2018-2019

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
Function: Personnel Commission - 74400								
		\$753,909.00	\$47,523.55	\$52,209.60	\$701,699.40	\$75,386.74	\$626,312.66	83.08 %
01.0.00000.0.00000.82000.2230.2300000	Custodian	\$11,658.00	\$971.46	\$971.46	\$10,686.54	\$0.00	\$10,686.54	91.67%
01.0.00000.0.00000.82000.4393.2300000	Water, Bottled	\$200.00	\$0.00	\$0.00	\$200.00	\$200.00	\$0.00	0.00%
Function: Operations - 82000								
		\$22,091.00	\$1,279.81	\$1,314.59	\$20,776.41	\$200.00	\$20,576.41	93.14 %
Grand Total:		\$776,000.00	\$48,803.36	\$53,524.19	\$722,475.81	\$75,586.74	\$646,889.07	83.36%

End of Report

Palmdale School District

Personnel Commission 230

From Date: 7/1/2017

To Date: 6/30/2018

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	\$6,092.99	\$6,092.99	\$5,357.01	\$0.00	\$5,357.01	46.79%

Palmdale School District

Personnel Commission 230

From Date: 7/1/2017

To Date: 6/30/2018

Fiscal Year: 2017-2018

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
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Transaction Detail (Standard)										
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount				
	51	41	Warehouse Posting	Personnel Commission	Warehouse	\$162.25				
	144	115	Warehouse Posting	Personnel Commission	Warehouse	\$154.83				
10112017	82462	182431	AP POSTING	S A V E FOUNDATION	Accounts Payable	\$380.00				
10122017	6	11	AP POSTING	VINCE'S PASTA & PIZZA	Accounts Payable	\$21.12				
114719	81785	181490	AP POSTING	FRANKS RADIO SERVICE	Accounts Payable	\$63.37				
12152017	6	11	AP POSTING	VINCE'S PASTA & PIZZA	Accounts Payable	\$43.57				
1450326	5	320	AP POSTING	STATER BROTHERS MARKETS	Accounts Payable	\$159.21				
16134	82930	182550	AP POSTING	PALMDALE TROPHY	Accounts Payable	\$34.22				
2092018	6	11	AP POSTING	VINCE'S PASTA & PIZZA	Accounts Payable	\$23.37				
3022018	6	11	AP POSTING	VINCE'S PASTA & PIZZA	Accounts Payable	\$30.93				
3302018	6	11	AP POSTING	VINCE'S PASTA & PIZZA	Accounts Payable	\$38.32				
5022018	6	11	AP POSTING	VINCE'S PASTA & PIZZA	Accounts Payable	\$23.37				
554024	84123	183740	AP POSTING	O'CONNOR PHOTOGRAPHY	Accounts Payable	\$136.88				
6142018	6	11	AP POSTING	VINCE'S PASTA & PIZZA	Accounts Payable	\$33.44				
6370805	84113	183639	AP POSTING	SCANTRON CORP	Accounts Payable	\$139.98				
8162017	6	11	AP POSTING	VINCE'S PASTA & PIZZA	Accounts Payable	\$40.59				
82711	83163	182884	AP POSTING	FOUR STAR PRINTING	Accounts Payable	\$40.35				
8302017	6	11	AP POSTING	VINCE'S PASTA & PIZZA	Accounts Payable	\$24.43				
83666	85733	185210	AP POSTING	FOUR STAR PRINTING	Accounts Payable	\$40.35				
CM115476	82894	182596	AP POSTING	SOUTHWEST SCHOOL & OFFICE	Accounts Payable	(\$17.51)				
KWD3915	83410	183138	AP POSTING	CDW GOVERNMENT INC	Accounts Payable	\$215.72				
OCT2017	5	320	AP POSTING	STATER BROTHERS MARKETS	Accounts Payable	\$171.02				
PINV0330498	81802	181979	AP POSTING	SOUTHWEST SCHOOL & OFFICE	Accounts Payable	\$237.90				
PINV0332631	81802	181979	AP POSTING	SOUTHWEST SCHOOL & OFFICE	Accounts Payable	\$18.93				
PINV0346019	82894	182596	AP POSTING	SOUTHWEST SCHOOL & OFFICE	Accounts Payable	\$1,235.43				
PINV0346025	82894	182596	AP POSTING	SOUTHWEST SCHOOL & OFFICE	Accounts Payable	\$264.97				
PINV0366328	83665	183346	AP POSTING	SOUTHWEST SCHOOL & OFFICE	Accounts Payable	\$356.96				
PINV0404559	85594	185023	AP POSTING	SOUTHWEST SCHOOL & OFFICE	Accounts Payable	\$535.66				
PINV0405139	85594	185023	AP POSTING	SOUTHWEST SCHOOL & OFFICE	Accounts Payable	\$62.52				
PINV0418907	86055	185511	AP POSTING	SOUTHWEST SCHOOL & OFFICE	Accounts Payable	\$27.36				
PINV0420266	86055	185511	AP POSTING	SOUTHWEST SCHOOL & OFFICE	Accounts Payable	\$1,393.45				
						Detail Total:	\$6,092.99			

01.0.00000.0.00000.74400.4380.	Supplies-Technology	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
2300000										
01.0.00000.0.00000.74400.4399.	Holding	\$28.00	\$0.00	\$28.00	\$0.00	\$0.00	\$28.00	\$0.00	\$28.00	100.00%
2300000										
01.0.00000.0.00000.74400.4420.	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%
2300000										
01.0.00000.0.00000.74400.4480.	Non Cap Asset Technology	\$6,500.00	\$0.00	\$6,500.00	\$4,216.12	\$4,216.12	\$2,283.88	\$0.00	\$2,283.88	35.14%
2300000										

Transaction Detail (Standard)										
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount				
100166041	524	180593	AP POSTING	SEHI COMPUTER PRODUCTS	Accounts Payable	\$522.22				
100166379	491	180631	AP POSTING	SEHI COMPUTER PRODUCTS	Accounts Payable	\$3,693.90				
						Detail Total:	\$4,216.12			

Palmdale School District

Personnel Commission 230

From Date: 7/1/2017

To Date: 6/30/2018

Fiscal Year: 2017-2018

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
01.0.00000.0.00000.74400.5210. 23000000	Mileage	\$2,000.00	\$0.00	\$2,000.00	\$727.97	\$727.97	\$1,272.03	\$0.00	\$1,272.03	63.60%

Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
APR2018MILG	0	0	AP POSTING	THEUS, MARY	Accounts Payable	\$51.99
AUG2017MILG	0	0	AP POSTING	GALLI, VICKI SUE	Accounts Payable	\$73.09
DEC2017MILG	0	0	AP POSTING	GALLI, VICKI SUE	Accounts Payable	\$68.06
FEB2018MILG	0	0	AP POSTING	THEUS, MARY	Accounts Payable	\$40.44
JAN2018MILG	0	0	AP POSTING	THEUS, MARY	Accounts Payable	\$17.33
JULY2017MILG	0	0	AP POSTING	GALLI, VICKI SUE	Accounts Payable	\$137.18
MAR2018MILG	0	0	AP POSTING	THEUS, MARY	Accounts Payable	\$28.89
MAY2018MILG	0	0	AP POSTING	THEUS, MARY	Accounts Payable	\$46.22
NOV2017MILG	0	0	AP POSTING	GALLI, VICKI SUE	Accounts Payable	\$87.31
OCT2017MILG	0	0	AP POSTING	GALLI, VICKI SUE	Accounts Payable	\$97.85
SEPT2017MILG	0	0	AP POSTING	GALLI, VICKI SUE	Accounts Payable	\$79.61
Detail Total:						\$727.97

01.0.00000.0.00000.74400.5220. 23000000	Conferences/Mileage	\$11,577.00	\$0.00	\$11,577.00	\$11,231.33	\$11,231.33	\$345.67	\$0.00	\$345.67	2.99%
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Palmdale School District

Personnel Commission 230

From Date: 7/1/2017

To Date: 6/30/2018

Fiscal Year: 2017-2018

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
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Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
CF18074LG	11263	17028	AP POSTING	CONFERENCES	Accounts Payable	\$161.00
CF18074LG2	11263	17028	AP POSTING	CONFERENCES	Accounts Payable	\$161.00
CF18074LG3	11263	17028	AP POSTING	CONFERENCES	Accounts Payable	\$161.00
CF18074LG4	11263	17028	AP POSTING	CONFERENCES	Accounts Payable	\$374.16
CF18074ML	11263	17028	AP POSTING	CONFERENCES	Accounts Payable	\$48.05
CF18074OEML	11263	17028	AP POSTING	CONFERENCES	Accounts Payable	\$76.98
CF18074OEML2	11263	17028	AP POSTING	CONFERENCES	Accounts Payable	\$56.46
CF18074RG	11263	17028	AP POSTING	CONFERENCES	Accounts Payable	\$1,350.00
CF18125MIML	11331	17094	AP POSTING	CONFERENCES	Accounts Payable	\$89.67
CF18125RG	11331	17094	AP POSTING	CONFERENCES	Accounts Payable	\$30.00
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
CF18219LGMIPKML	11420	17181	AP POSTING	CONFERENCES	Accounts Payable	\$468.73
CF18219MIPKML	11420	17181	AP POSTING	CONFERENCES	Accounts Payable	\$385.48
CF18219ML	11420	17181	AP POSTING	CONFERENCES	Accounts Payable	\$46.82
CF18219ML2	11420	17181	AP POSTING	CONFERENCES	Accounts Payable	\$103.26
CF18219PKML	11420	17181	AP POSTING	CONFERENCES	Accounts Payable	\$198.74
CF18219RG	11420	17181	AP POSTING	CONFERENCES	Accounts Payable	\$1,950.00
CF18448LG	11618	17370	AP POSTING	CONFERENCES	Accounts Payable	\$341.64
CF18448LG2	11618	17370	AP POSTING	CONFERENCES	Accounts Payable	\$341.64
CF18448LG3	11618	17370	AP POSTING	CONFERENCES	Accounts Payable	\$341.64
CF18448LG4	11618	17370	AP POSTING	CONFERENCES	Accounts Payable	\$341.64
CF18448LGMI	11618	17370	AP POSTING	CONFERENCES	Accounts Payable	\$255.47
CF18448MIML	11618	17370	AP POSTING	CONFERENCES	Accounts Payable	\$112.25
CF18448ML	11618	17370	AP POSTING	CONFERENCES	Accounts Payable	\$35.35
CF18448PKML	11618	17370	AP POSTING	CONFERENCES	Accounts Payable	\$50.59
CF18448RG	11618	17370	AP POSTING	CONFERENCES	Accounts Payable	\$198.00
Detail Total:						\$11,231.33

01.0.00000.0.00000.74400.5310. District Membership	\$3,290.00	\$0.00	\$3,290.00	\$3,290.00	\$3,290.00	\$0.00	\$0.00	\$0.00	0.00%
2300000									

Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
201718035	81527	181419	AP POSTING	PCASC	Accounts Payable	\$40.00
3188	492	44	AP POSTING	CODESP	Accounts Payable	\$2,050.00
58201718	494	530	AP POSTING	CSPCA.	Accounts Payable	\$1,200.00
Detail Total:						\$3,290.00

01.0.00000.0.00000.74400.5712. Direct Costs-Printing	\$1,960.00	\$0.00	\$1,960.00	\$912.05	\$912.05	\$1,047.95	\$0.00	\$1,047.95	53.47%
2300000									

Palmdale School District

Personnel Commission 230

From Date: 7/1/2017

To Date: 6/30/2018

Fiscal Year: 2017-2018

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
Transaction Detail (Standard)										
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount				
16	0	0	Reversing journal entry for journal entry 9	amodlin	Adjusting	(\$28.00)				
1747	0	0	JE180175 REPROGRAPHICS CHARGEBACKS AUGUST 2017	amodlin	Adjusting	\$433.50				
1748	0	0	JE180197 REPROGRAPHICS CHARGEBACKS SEPTEMBER 2017	amodlin	Adjusting	\$33.00				
2969	0	0	JE180353 REPROGRAPHICS CHARGEBACKS OCTOBER 2017	amodlin	Adjusting	\$42.50				
2970	0	0	JE180353 REPROGRAPHICS CHARGEBACKS NOVEMBER 2017	amodlin	Adjusting	\$279.50				
3135	0	0	JE180355 REPROGRAPHICS CHARGEBACKS DECEMBER 2017	amodlin	Adjusting	\$7.50				
3164	0	0	Reversing journal entry for journal entry 2970	amodlin	Adjusting	(\$279.50)				
3166	0	0	JE180354 REPROGRAPHICS CHARGEBACKS NOVEMBER 2017	amodlin	Adjusting	\$279.50				
4801	0	0	JE180618 REPROGRAPHICS CHARGEBACKS FEBRUARY 2018	amodlin	Adjusting	\$22.50				
4802	0	0	JE180619 REPROGRAPHICS CHARGEBACKS MARCH 2018	amodlin	Adjusting	\$82.30				
5718	0	0	JE180730 REPROGRAPHICS CHARGEBACKS MAY 2018	amodlin	Adjusting	\$7.50				
6237	0	0	JE180801 REPROGRAPHICS CHARGEBACKS JUNE 2018	amodlin	Adjusting	\$3.75				
9	0	0	JE170695 REPROGRAPHICS CHARGEBACKS JUNE 2017	amodlin	Adjusting	\$28.00				
						Detail Total:	\$912.05			
01.0.00000.0.00000.74400.5719. Direct Costs-Mailing Services		\$2,000.00	\$0.00	\$2,000.00	\$554.59	\$554.59	\$1,445.41	\$0.00	\$1,445.41	72.27%
23000000										

Palmdale School District

Personnel Commission 230

From Date: 7/1/2017

To Date: 6/30/2018

Fiscal Year: 2017-2018

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud		
<u>Transaction Detail (Standard)</u>												
Reference Number	Requisition Number	PO/Ship Number	Description	Name		Journal	Amount					
1211	0	0	JE180119 JULY POSTAGE CHARGEBACKS	amodlin		Adjusting	\$65.64					
1212	0	0	JE180120 POSTAGE CHARGEBACKS AUGUST 2017	amodlin		Adjusting	\$65.64					
15	0	0	Reversing journal entry for journal entry 8	amodlin		Adjusting	(\$69.84)					
1602	0	0	JE180172 POSTAGE CHARGEBACKS SEPTEMBER 2017	amodlin		Adjusting	\$25.23					
1696	0	0	Reversing journal entry for journal entry 1212	amodlin		Adjusting	(\$65.64)					
1724	0	0	JE180120 POSTAGE CHARGEBACKS AUGUST 2017	amodlin		Adjusting	\$50.40					
2736	0	0	JE180304 POSTAGE CHARGEBACKS OCTOBER 2017	amodlin		Adjusting	\$53.07					
2737	0	0	JE180305 POSTAGE CHARGEBACKS NOVEMBER 2017	amodlin		Adjusting	\$43.84					
2950	0	0	JE180344 POSTAGE CHARGEBACKS DECEMBER 2017	amodlin		Adjusting	\$51.99					
4290	0	0	JE180553 POSTAGE CHARGEBACKS JANUARY 2018	amodlin		Adjusting	\$41.58					
4291	0	0	JE180554 POSTAGE CHARGEBACKS FEBRUARY 2018	amodlin		Adjusting	\$64.94					
4803	0	0	JE180623 POSTAGE CHARGEBACKS MARCH 2018	amodlin		Adjusting	\$62.55					
5149	0	0	JE180659 POSTAGE CHARGEBACKS APRIL 2018	amodlin		Adjusting	\$35.11					
5630	0	0	JE180725 POSTAGE CHARGEBACKS MAY 2018	amodlin		Adjusting	\$35.12					
6201	0	0	JE180802 POSTAGE CHARGEBACKS JUNE 2018	amodlin		Adjusting	\$25.12					
8	0	0	JE170696 POSTAGE CHARGEBACKS JUNE 2017	amodlin		Adjusting	\$69.84					
Detail Total:							\$554.59					
01.0.00000.0.00000.74400.5810. 2300000			Advertising - Legal	\$10,000.00	\$0.00	\$10,000.00	\$3,528.45	\$3,528.45	\$6,471.55	\$0.00	\$6,471.55	64.72%

<u>Transaction Detail (Standard)</u>										
<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>			
171098PD	82326	182188	AP POSTING	SCHOOL NEWS ROLL CALL, LLC		Accounts Payable	\$263.00			
171107PD	83375	183090	AP POSTING	SCHOOL NEWS ROLL CALL, LLC		Accounts Payable	\$263.00			
181111PD	85310	185045	AP POSTING	SCHOOL NEWS ROLL CALL, LLC		Accounts Payable	\$263.00			
312415	85666	185101	AP POSTING	A V PRESS		Accounts Payable	\$147.81			
3172711	85105	184483	AP POSTING	CASBO		Accounts Payable	\$150.00			
3178050	85648	185030	AP POSTING	CASBO		Accounts Payable	\$150.00			
3215227	86279	185731	AP POSTING	CASBO		Accounts Payable	\$150.00			
3223691	86332	185779	AP POSTING	CASBO		Accounts Payable	\$150.00			
32407080	83336	182991	AP POSTING	A V PRESS		Accounts Payable	\$195.99			
32426647	84208	183757	AP POSTING	A V PRESS		Accounts Payable	\$174.60			
32435809	84863	184484	AP POSTING	A V PRESS		Accounts Payable	\$177.05			
32458425A	86214	185680	AP POSTING	A V PRESS		Accounts Payable	\$147.81			
32466414	86343	185780	AP POSTING	A V PRESS		Accounts Payable	\$159.19			
91084	81656	181523	AP POSTING	SANTA CLARITA SIGNAL		Accounts Payable	\$208.50			
97844	86280	185732	AP POSTING	SANTA CLARITA SIGNAL		Accounts Payable	\$208.50			
INV13209	84877	184481	AP POSTING	ACSA FOUNDATION FOR EDUC ADMN		Accounts Payable	\$180.00			
INV13210	84877	184481	AP POSTING	ACSA FOUNDATION FOR EDUC ADMN		Accounts Payable	\$180.00			
INV13911	86216	185678	AP POSTING	ACSA FOUNDATION FOR EDUC ADMN		Accounts Payable	\$180.00			
INV14063	86333	185778	AP POSTING	ACSA FOUNDATION FOR EDUC ADMN		Accounts Payable	\$180.00			
Detail Total:							\$3,528.45			

Palmdale School District

Personnel Commission 230

From Date: 7/1/2017

To Date: 6/30/2018

Fiscal Year: 2017-2018

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
01.0.00000.0.00000.74400.5822.2300000	Legal Expenses	\$71,273.00	\$0.00	\$71,273.00	\$21,688.00	\$21,688.00	\$49,585.00	\$0.00	\$49,585.00	69.57%

Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
158	0	0	JEAP7020R - ACCRUAL REVERSAL OF FAGEN FRIEDMAN & FULFROST, PO #171555	mmpuzio	Adjusting	(\$2,040.00)
530221	71757	171555	AP UN-POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	(\$270.00)
530221	71757	171555	AP POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$540.00
530222	71757	171555	AP POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$2,700.00
530222	71757	171555	AP UN-POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	(\$1,350.00)
535191	71757	171555	AP UN-POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	(\$420.00)
535191	71757	171555	AP POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$840.00
539831	71757	171555	AP POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$2,916.50
539832	71757	171555	AP POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$2,488.50
539833	71757	171555	AP POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$868.00
544191	82548	182315	AP POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$2,666.00
548811	82548	182315	AP POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$45.00
548812	82548	182315	AP POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$93.00
548813	82548	182315	AP POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$1,344.00
553241	82548	182315	AP POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$98.00
553242	82548	182315	AP POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$31.00
556691	82548	182315	AP POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$279.00
556692	82548	182315	AP POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$341.00
575121	82548	182315	AP POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$1,302.00
575122	82548	182315	AP POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$1,974.00
579881	82548	182315	AP POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$1,550.00
579882	82548	182315	AP POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$4,089.50
579883	82548	182315	AP POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$248.00
585011	82548	182315	AP POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$539.00
588581	82548	182315	AP POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$815.50
Detail Total:						\$21,688.00

01.0.00000.0.00000.74400.5828.2300000	Software Support	\$27,375.00	\$0.00	\$27,375.00	\$26,065.00	\$26,065.00	\$1,310.00	\$0.00	\$1,310.00	4.79%
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Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
20171111	83402	183098	AP POSTING	EDUCATIONAL MANAGEMENT SOLUTIONS	Accounts Payable	\$795.00
INV21672	80971	181175	AP POSTING	NEOGOV	Accounts Payable	\$12,075.00
INV21673	80966	181152	AP POSTING	NEOGOV	Accounts Payable	\$2,761.00
INV21876	81571	181366	AP POSTING	NEOGOV	Accounts Payable	\$10,434.00
Detail Total:						\$26,065.00

01.0.00000.0.00000.74400.5830.2300000	Consultants	\$6,400.00	\$0.00	\$6,400.00	\$0.00	\$0.00	\$6,400.00	\$0.00	\$6,400.00	100.00%
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01.0.00000.0.00000.74400.5890.2300000	Other Operation Services	\$541.00	\$0.00	\$541.00	\$490.00	\$490.00	\$51.00	\$0.00	\$51.00	9.43%
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Palmdale School District

Personnel Commission 230

From Date: 7/1/2017

To Date: 6/30/2018

Fiscal Year: 2017-2018

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
Transaction Detail (Standard)										
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount				
4904	82271	182057	AP POSTING	SHREDS UNLIMITED	Accounts Payable	\$50.00				
5092	82271	182057	AP POSTING	SHREDS UNLIMITED	Accounts Payable	\$50.00				
5298	82271	182057	AP POSTING	SHREDS UNLIMITED	Accounts Payable	\$50.00				
5475	82271	182057	AP POSTING	SHREDS UNLIMITED	Accounts Payable	\$50.00				
6045	82271	182057	AP POSTING	SHREDS UNLIMITED	Accounts Payable	\$50.00				
6222	82271	182057	AP POSTING	SHREDS UNLIMITED	Accounts Payable	\$50.00				
6406	82271	182057	AP POSTING	SHREDS UNLIMITED	Accounts Payable	\$50.00				
6778	82271	182057	AP POSTING	SHREDS UNLIMITED	Accounts Payable	\$50.00				
6974	82271	182057	AP POSTING	SHREDS UNLIMITED	Accounts Payable	\$45.00				
7157	82271	182057	AP POSTING	SHREDS UNLIMITED	Accounts Payable	\$45.00				
						Detail Total:	\$490.00			

Function: Personnel Commission - 74400

			\$764,756.00	\$0.00	\$764,756.00	\$646,509.65	\$646,509.65	\$118,246.35	\$0.00	\$118,246.35	15.46 %
01.0.00000.0.00000.82000.2230.	Custodian		\$11,889.00	\$0.00	\$11,889.00	\$11,888.47	\$11,888.47	\$0.53	\$0.00	\$0.53	0.00%
23000000											

Transaction Detail (Standard)										
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount				
4602	0	0	Move expenditures for Alan Hess from Maintenance to Yellen 50%, Personnel Commission 25%, District Office 25%. Overtime with associated fringes will be split same way as well	glwolf	Adjusting	\$8,618.22				
5296	0	0	ZHRSE4T001	dlvanholton	Adjusting	\$957.58				
5708	0	0	ZHRSE4V001	dlvanholton	Adjusting	\$971.46				
5918	0	0	ZHRS173001	dlvanholton	Adjusting	\$229.75				
5953	0	0	ZHRSR48001	dlvanholton	Adjusting	\$140.00				
6131	0	0	ZHRSE4X001	dlvanholton	Adjusting	\$971.46				
						Detail Total:	\$11,888.47			

01.0.00000.0.00000.82000.2231.	Custodian-extra duty		\$83.00	\$0.00	\$83.00	\$82.87	\$82.87	\$0.13	\$0.00	\$0.13	0.16%
23000000											

Transaction Detail (Standard)										
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount				
4602	0	0	Move expenditures for Alan Hess from Maintenance to Yellen 50%, Personnel Commission 25%, District Office 25%. Overtime with associated fringes will be split same way as well	glwolf	Adjusting	\$82.87				
						Detail Total:	\$82.87			

Palmdale School District

Personnel Commission 230

From Date: 7/1/2017

To Date: 6/30/2018

Fiscal Year: 2017-2018

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
	Function: Operations - 82000									
		\$22,113.00	\$0.00	\$22,113.00	\$21,840.26	\$21,840.26	\$272.74	\$0.00	\$272.74	1.23 %
Grand Total:		\$786,869.00	\$0.00	\$786,869.00	\$668,349.91	\$668,349.91	\$118,519.09	\$0.00	\$118,519.09	15.06%

End of Report