

Personnel Commission  
**AGENDA OF REGULAR MEETING**  
 Wednesday, January 11, 2017 - 5:30 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  
 Ms. Rosa B. Fuller, Commissioner  
 Mrs. Deneese Thompson, Vice Chairperson  
 Ms. Mary Theus, Interim Director, Personnel Commission

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| <b>I. PRELIMINARY BUSINESS</b>                             | <b><u>ACTION</u></b> |
| A. Approval of Meeting Minutes – December 14, 2016         | 57-16/17             |
| B. Approval of Special Meeting Minutes – December 15, 2016 | 58-16/17             |

- 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.

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|---|----------------------|
|   | <b><u>ACTION</u></b> |
| A. Ratification of Eligibility List(s)  | 59-16/17             |
| B. Extension of Eligibility List(s)     | 60-16/17             |
| C. Nullification of Eligibility List(s) | 61-16/17             |
| D. Ratification of Transfers            | 62-16/17             |

**IV. UNFINISHED BUSINESS**

None

**V. NEW BUSINESS**

None

**VI. INFORMATION/REPORTS**

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

**VII. 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

**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: February 8, 2017 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 December 14, 2016 Scheduled Meeting**

<b>CALL TO ORDER</b>	The meeting was called to order at 5:30 P.M. by the Chairperson, Mrs. Kathleen Duren, followed by the Pledge of Allegiance.
<b>MEMBERS PRESENT</b>	Mrs. Kathleen Duren, Chairperson Mrs. Deneese Thompson, Vice-Chairperson Ms. Rosa Fuller, Commissioner
<b>STAFF PRESENT</b>	Ms. Mary Theus, Interim Director, Personnel Commission Ms. Susan McCormick, Administrative Secretary
<b>PRELIMINARY BUSINESS</b>	Ms. Fuller moved to approve the minutes of the November 9, 2016 meeting. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously.
<b>ORGANIZATIONAL PROCEDURE</b>	<p><b>Consider Nominations for Personnel Commission Chairperson</b> Mrs. Thompson motioned and Ms. Fuller seconded to appoint Mrs. Kathleen Duren as Chairperson of the Personnel Commission for a second year. Brief discussion ensued.</p> <p>Mrs. Duren asked whether it was unusual for a sitting Chairperson to continue for another term. Ms. Theus answered that customarily the role of Chairperson rotates between Commissioners each year. Ms. Fuller stated that considering she and Mrs. Thompson are newly appointed to the Commission, perhaps it would be best for Mrs. Duren to continue as Chairperson for an additional year to allow for an extended learning curve.</p> <p>The vote was called for and Mrs. Kathleen Duren was approved as Chairperson of the Personnel Commission for 2017. (Ayes: 2 Noes: 0 Abstain: 1)</p> <p><b>Consider Nominations for Personnel Commission Vice-Chairperson</b> Ms. Fuller motioned and Mrs. Duren seconded to appoint Mrs. Deneese Thompson as the Vice-Chairperson for 2017. The vote was called for. Approved unanimously.</p>
<b>PUBLIC COMMENTS CONCERNING AGENDA ITEMS</b>	None.
<b>PUBLIC COMMENTS CONCERNING NON-AGENDA ITEMS</b>	None.

## **CONSENT AGENDA**

Ms. Theus requested that the Consent Agenda items be considered separately.

### **Ratification of Eligibility List(s)**

Ms. Fuller moved to approve the ratification of eligibility lists. Mrs. Thompson seconded the motion and discussion was called for. Ms. Theus requested to exclude Bilingual Administrative Clerk II from the group of eligibility lists presented for approval, as an item to nullify the active list was not included on the agenda. Ms. Fuller moved to amend the motion to approve the ratification of eligibility lists as presented with the exception of Bilingual Administrative Clerk II. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously as amended.

### **Ratification of Transfers**

Mrs. Duren moved to approve the ratification of transfers. Ms. Fuller seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously.

## **UNFINISHED BUSINESS**

None.

## **NEW BUSINESS**

### **Public Hearing: Reappointment of Personnel Commissioner**

The Public Hearing was opened to hear comments on the reappointment of Mrs. Kathleen Duren as selected by CSEA. Hearing none, the public hearing was closed.

### **Reappointment to the Personnel Commission – CSEA Selection**

Ms. Fuller moved to reappoint Mrs. Kathleen Duren to the Personnel Commission. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for, and the motion was approved unanimously.

### **Approval of New Classification – Substitute Health Assistant-LVN**

Ms. Fuller moved to approve the new classification. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for, and the motion was approved unanimously.

### **Approval of New Classification – Substitute Paraeducator/LVN**

Mrs. Duren moved to approve the new classification. Ms. Fuller seconded the motion and discussion was called for. Mrs. Duren asked for clarification on whether this classification already existed. Ms. Theus explained that there are similar Paraeducator classifications without the LVN licensing requirement. The vote was then called for and the motion was approved unanimously.

**Approval of Americans with Disabilities Act (ADA) Compliant Forms –  
Substitute Health Assistant-LVN and Substitute Paraeducator-LVN:**

Mrs. Duren moved to approve the ADA Compliant Forms. Ms. Fuller seconded the motion and discussion was called for. Hearing none, the vote was called for, and the motion was approved unanimously.

**INFORMATION/REPORTS**

**Classified Update**

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

**Information from the Interim Director, Personnel Commission**

Ms. Theus provided an update on participant registrations and accommodations for the annual CSPCA Conference in San Francisco.

**Comments from the Commissioners**

Mrs. Duren thanked CSEA for their confidence in her capability to serve as their representative on the Commission. She also thanked her fellow Commissioners for their support.

Mrs. Duren expressed her appreciation to the District for their support with costs associated for a CSEA executive board member to attend the CSPCA conference.

Mrs. Thompson stated that she is looking forward to the upcoming CSPCA conference, and acquiring new information and resources.

There were no comments from Ms. Fuller. However, she questioned if current employees receive priority notice of upcoming job postings. Ms. Theus explained that postings are public with no priority notification given. Positions for promotional recruitment only are posted online and within school sites and departments for current employees to view. Seniority credit is applied to promotional examination scores which may adjust a candidate's ranking on an eligibility list to a higher placement.

**CLOSED SESSION**

None.

**REPORT OUT OF CLOSED SESSION**

None.

**NEXT MEETING**

The next regularly scheduled meeting of the Personnel Commission is January 11, 2017, at 5:30 P.M. in Room 125 at Site 18

**ADJOURNMENT**

Mrs. Thompson moved to adjourn the meeting. Ms. Fuller seconded the motion. Meeting adjourned at 5:57 P.M.

Respectfully submitted,



Mary Theus  
Interim Director, Personnel Commission

**APPROVED**

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Kathleen Duren, Chairperson

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Rosa B. Fuller, Commissioner

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Deneese Thompson, Vice-Chairperson

## **Classified Update for December 14, 2016**

### **1. Testing Status:**

Administrative Clerk II	Performance/written examination to be scheduled
Assistant Director of Transportation	QAs scheduled 12/13/16
Bilingual Administrative Secretary	Performance/written examination to be scheduled
Bilingual Family/Community Liaison	Written examination 01/10/17
Child Nutrition Assistant II	QAs to be scheduled
District Receptionist- Bilingual Preferred	Performance/written examination to be scheduled
Family Health Provider	Examination to be scheduled
Health Assistant LVN	QAs scheduled 12/12/16
Student Interventionist	QAs to be scheduled
Technology Technician	Examination to be scheduled

### **2. Postings:**

Accounting/Data Processing Technician	Closes 01/05/17
Bilingual ECE Teacher Asst.	Closes 12/16/16
Child Nutrition Cashier I	Closes 12/21/16
Early Childhood Education Teacher Asst.	Closes 12/16/16
Instructional Assistant I	Closes 01/05/17
Occupational Therapist	Continuous

Paraeducator Certified Interpreter	Continuous
Paraeducator Certified Interpreter II	Continuous
Project/Curriculum Center Clerk	Closes 01/05/17



Personnel Commission Meeting  
of the  
Palmdale School District

**Minutes of December 15, 2016 Special Meeting**

<b>CALL TO ORDER</b>	The meeting was called to order by the Chairperson, Mrs. Kathleen Duren at 5:31 P.M., followed by the Pledge of Allegiance.
<b>MEMBERS PRESENT</b>	Mrs. Kathleen Duren, Chairperson Mrs. Deneese Thompson, Vice-Chairperson Ms. Rosa B. Fuller, Commissioner
<b>STAFF PRESENT</b>	Ms. Mary Theus, Interim Director, Personnel Commission
<b>PUBLIC COMMENTS AGENDA ITEMS</b>	None.
<b>CONSENT AGENDA</b>	<p>Separate actions were taken on the Consent Agenda items presented for approval.</p> <p><b>Ratification of Eligibility Lists</b> Mrs. Thompson motioned to approve the Ratification of Eligibility Lists. Ms. Fuller seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously.</p> <p><b>Nullification of Eligibility Lists</b> Ms. Fuller motioned to approve the Nullification of Eligibility Lists. Mrs. Duren seconded the motion and discussion was called for. Mrs. Duren questioned the item presented to nullify the list for School Secretary. Ms. Theus reported there were an insufficient number of ranks to fill vacancies on record. Therefore, a new list was established with remaining eligibles merged to the new list. The vote was called for. Approved unanimously.</p>
<b>AMENDMENT TO AGENDA</b>	The Commissioners determined that a recess to closed session was necessary. Accordingly, Mrs. Duren motioned to amend the agenda to indicate a Closed Session item, pursuant to Government Code, Section 54957 – Public Employee/Discipline/Dismissal/Release as well as an item to Report Out of Closed Session. Ms. Fuller seconded the motion. Motion to amend was carried.
<b>CLOSED SESSION / REPORT OUT</b>	Recessed to closed session at 5:36 P.M., and reconvened to open session at 6:08 P.M. There was no action taken to report.
<b>ADJOURNMENT</b>	Ms. Fuller motioned to adjourn the meeting. Mrs. Thompson seconded the motion. Meeting adjourned at 6:09 P.M.

Respectfully submitted,



Mary Theus  
Interim Director, Personnel Commission

**APPROVED**

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Kathleen Duren, Chairperson

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Deneese Thompson, Vice-Chairperson

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Rosa Fuller, Commissioner

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: January 11, 2017        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  
January 11, 2017**

**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
Assistant Director of Transportation	10/21/16	11/21/16	11/30/16	12/13/16	10	3	3	NA	3	3	12/13/16	12/12/17	No	3
Health Assistant – LVN	10/31/16	11/21/16	12/08/16 12/09/16	12/12/16	80	72	24	24	23	23	12/12/16	12/11/17	*Yes	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  
Mary Theus  
Interim Director, Personnel Commission

12/27/16  
Date

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: January 11, 2017 \_\_\_\_\_ REPORT

TO: Personnel Commission   x   ACTION

FROM: Mary Theus  
Interim 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 Clerk I	01/27/16	01/26/17	07/26/17
Custodian I	02/10/16	02/09/17	08/09/17
Director I – Transportation Services	02/05/16	02/04/17	08/04/17
Personnel Analyst	08/27/15	02/26/17	08/26/17
Technology Support Liaison	02/12/16	02/11/17	08/11/17

RECOMMENDATION

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

MT:smc  
60-16/17

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: January 11, 2017      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
Health Assistant/LVN	09/26/16	09/25/17

RECOMMENDATION

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

MT: smc  
61-16/17

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE January 11, 2017        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

- a. Aparicio, Rocio Effective 11/03/16, Paraeducator Moderate-Severe (BV) from 5.75 hours/184 days to 6.5 hours/184 days, Increase in Hours by Seniority, Growth
- b. Cangco, Chiqui Effective 11/03/16, Special Education Instructional Assistant I (DGM), from 5.75 hours/184 days to 6.5 hours/184 days Increase in Hours by Seniority, Growth
- c. Granados, Thania Effective 11/10/16, from Child Nutrition Assistant I (CM) 3 hours/184 days to Administrative Clerk I (SH), 5.75 hours/ 10 months, Replacement for George Martinez
- d. Guerra, Aracely Effective 11/29/16, Child Nutrition Assistant I, 3 hours/184 days, from (YU) to (PLP), Replacement for Connie Zaragoza Calderon, Voluntary Transfer
- e. Hernandez, Rocio Effective 11/14/16, from Child Nutrition Assistant I, 3 hours/ 184 days to Child Nutrition Assistant II (DC), 5.75 hours/184 Days, Replacement for Maria Almanza, Promotion
- f. Magee, Hope Effective 08/08/16, Paraeducator Moderate-Severe, 6.5 hours/184 days, from (BV) to (DW), Reassignment Due to Elimination of Position, Growth
- g. Morena, Leslie Effective 11/07/16, Paraeducator/LVN, 6.5 hours/184 days from (JH) to (DR), Reassignment Due to Elimination of Position, Growth
- h. Ramos, Esthefany Effective 11/14/16, from Accounting Clerk I (CN) to School Secretary (BV), 8 hours/11 months, Replacement for Victoria Jones, Promotion
- i. Reyes, Leslie Effective 11/07/16, Paraeducator Moderate-Severe, from (BV), 6.5 hours/184 days to (PDC), 7 hours/184 days Increase in Hours by Seniority, Growth
- j. Rocha, Linda Effective 11/16/16, Child Nutrition Assistant I, from (BS) to (PLP), 3 hours/184 days, Replacement for Premil Jayasinghe Voluntary Transfer
- k. Rubio, Gabriela Effective 11/07/16, Paraeducator Moderate-Severe, from 5.75 hours/184 days to 7 hours/184 days (PDC), Increase in Hours by Seniority, Growth
- l. Watson De Chavez, Hilda Effective 11/18/16, Child Nutrition Assistant I, from (CA) to (MZ), 3 hours/184 days, Replacement for Christina Contreras Voluntary Transfer