



Personnel Commission
AGENDA OF REGULAR MEETING
Wednesday, November 09, 2016 - 5:30 P.M.
Ross W. Amspoker Board Room
39139 10th Street East, Palmdale, CA 93550

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Mrs. Kathleen Duren, Chairperson
Mrs. Deneese Thompson, Vice Chairperson
Ms. Rosa B. Fuller, Commissioner
Ms. Mary Theus, Interim Director, Personnel Commission

I. PRELIMINARY BUSINESS

- A. Approval of Meeting Minutes – October 12, 2016

ACTION
40-16/17

II. PUBLIC COMMENTS

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

III. PRESENTATION

- A. Classification/Total Compensation Study – Confidential/Management
Mr. Larry Hunn, Educational Management Solutions

- B. Approval and Acceptance of Classification/Total Compensation Study
Confidential/Management

ACTION
41-16/17

IV. 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.

- A. Ratification of Eligibility List(s)
B. Extension of Eligibility List(s)
C. Ratification of Transfers

ACTION
42-16/17
43-16/17
44-16/17

V. UNFINISHED BUSINESS

None

VI. NEW BUSINESS

- A. CSEA Nomination for Personnel Commissioner
Reappointment of Mrs. Kathleen Duren

INFORMATION

- A. Approval of Eligibility List with Less Than Three Ranks -
Assistant Director, Business Services

VII. INFORMATION/REPORTS

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

VIII. 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. 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

X. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: December 14, 2016 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 October 12, 2016 Scheduled Meeting

CALL TO ORDER

The meeting was called to order by the Chairperson, Mrs. Kathleen Duren, at 5:34 P.M., followed by the Pledge of Allegiance led by Mrs. Deneese Thompson.

MEMBERS PRESENT

Mrs. Kathleen Duren, Chairperson
Mrs. Deneese Thompson, Vice-Chairperson
Ms. Rosa Fuller, Commissioner
Ms. Mary Theus, Acting Director, Personnel Commission

STAFF PRESENT

Ms. Susan McCormick, Administrative Secretary

PRELIMINARY BUSINESS

Ms. Fuller motioned to approve the minutes of the September 14, 2016 meeting. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously.

**PUBLIC COMMENTS CONCERNING
AGENDA ITEMS**

Astrid Cante, CSEA Chapter President, spoke concerning the proposed revision to the job description for Assistant Director, Transportation. She expressed that the changes will exclude unit members from a promotional opportunity. Ms. Cante requested the Commission to consider tabling the item pending further review.

Ms. Cante expressed dissatisfaction with CSEA's involvement in the Classification/Total Compensation Study process. She stated that CSEA requested to be included in all communication and decisions. Ms. Cante asked for an explanation as to why CSEA was not advised of the presentation and provided a copy of the final report.

**PUBLIC COMMENTS CONCERNING
NON-AGENDA ITEMS**

None.

PRESENTATION

Mr. Larry Hunn, the consultant from Educational Management Solutions, gave a presentation on the results of the Classification/Total Compensation Study. A copy of the final report was provided to each Commissioner in advance.

Approval and Acceptance of Classification/Total Compensation Study

Mrs. Thompson motioned to approve and accept the final report on the study. Ms. Fuller seconded the motion and discussion was called for. In response to Commissioner inquiry, Mr. Hunn clarified that the focus of this presentation was the CSEA study. The confidential/management study will be presented at the next meeting. The Commission determined that an amended motion was appropriate to clearly specify the report group for the study and timetable for receiving the additional report.

Ms. Fuller moved to amend the motion to approve and accept the final report on the CSEA study as presented. Mrs. Duren seconded the motion and discussion was called for.

Mrs. Duren stated that the CSEA salary study is part of a process that will be continued by the District. She indicated that the Commission expects to receive a presentation on the results of the confidential/management study at the next scheduled meeting on November 9th. Vote was called for. The motion passed as amended.

CONSENT AGENDA

Ms. Fuller motioned to approve the Consent Agenda as presented. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Personnel Commission Annual Report

Ms. Fuller motioned to approve the 2015-2016 Personnel Commission Annual Report. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously.

Approval of New Classification - Social Emotional Learning Specialist

Ms. Fuller motioned to approve the new classification titled Social Emotional Learning Specialist. Mrs. Thompson seconded the motion and discussion was called for. Ms. Theus confirmed that the classification is a leadership management position, and clarified the similarities with other mental health-related positions. She also reported that the number of positions needed has not been determined. The vote was called for. Approved unanimously.

Approval of ADA Compliant Form - Social Emotional Learning Specialist

Mrs. Thompson motioned to approve the Americans with Disabilities Act (ADA) Compliant Form for Social Emotional Learning Specialist. Ms. Fuller seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously.

Approval of Revised Job Description - Assistant Director, Transportation

Ms. Fuller motioned to approve the revised job description for Assistant Director, Transportation. Mrs. Duren seconded the motion and brief discussion ensued. Ms. Fuller addressed the minimum qualifications, and requested clarification on how supplemental college coursework in a related field is determined to be appropriate. Ms. Theus explained that the PC staff would confer with the Director, Transportation, as appropriate, to address questionable curricula. The vote was called for. Approved unanimously.

Approval of ADA Compliant Form – Assistant Director, Transportation

Ms. Fuller motioned to approve the Americans with Disabilities Act (ADA) Compliant Form for Assistant Director, Transportation. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously.

INFORMATION/REPORTS

Classified Update

None.

Information from the Interim Director, Personnel Commission

None.

Comments from the Commissioners

Mrs. Duren thanked Ms. Theus for preparing the PC Annual Report. She also expressed her appreciation to Mr. Larry Hunn and Educational Management Solutions for their work on the Classification/Total Compensation Study.

Mrs. Duren thanked CSEA for their attendance, questions, and participation. She advised Ms. Theus to provide a copy of the final report on the CSEA study to both the District and CSEA when received from Mr. Hunn. Questions regarding the study should be directed to Ms. Theus.

CLOSED SESSION

Recess to closed session at 6:35 P.M.
Reconvened to open session at 6:46 P.M.

REPORT OUT

None.

NEXT MEETING

The next regularly scheduled meeting of the Personnel Commission is November 9, 2016, at 5:30 P.M. in Room 125 at Site 18.

ADJOURNMENT

Ms. Fuller motioned to adjourn the meeting. Mrs. Thompson seconded the motion. Meeting adjourned at 6:48 P.M.

Respectfully submitted,



Mary Theus

Interim Director, Personnel Commission

APPROVED

Kathleen Duren, Chairperson

Rosa B. Fuller, Commissioner

Deneese Thompson, Vice-Chairperson

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE:	November 9, 2016	REPORT
TO:	Personnel Commission	<u>X</u> 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.

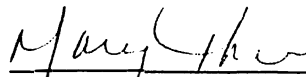
**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
November 09, 2016**

CLASSIFIED RECRUITMENT SUMMARY REPORT

Job Classification	Open Date	Close Date	Written Exam Date	QAI Date	Number of Applicants	Number Passed MQs	Number Passed Written	Passed Performance	Number Passed QAI	Number Eligible	Effective Date	Expiration Date	Merged *Yes/No	Total # of Ranks
Bilingual School Secretary	08/29/16	09/19/16	09/27/16	10/11/16	44	17	4	4	3	3	10/17/16	10/16/17	*Yes	5
Bilingual Typist Clerk	09/01/16	09/22/16	10/06/16	11/03/16	63	53	13	13	8	8	11/04/16	11/03/17	*Yes	8
Custodian II – Promotional Only	09/14/16	10/04/16	10/10/16	10/31/16	16	11	9	NA	9	9	10/31/16	10/30/17	No	8
Library Aide	08/26/16	09/16/16	10/18/16	10/31/16	501	38	7	10	7	7	10/31/16	10/30/17	*Yes	11
Paraeducator-Moderate to Severe	08/23/16	09/13/16	10/04/16	10/21/16	89	34	21	NA	19	19	10/24/16	10/23/17	*Yes	12
School Secretary	08/26/16	09/16/16	09/29/16	10/11/16	75	30	8	8	7	7	10/17/16	10/16/17	*Yes	7
Special Education Instructional Assistant	08/04/16	08/24/16	09/20/16	10/05/16	141	88	24	NA	19	19	10/10/16	10/09/17	*Yes	17

*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

11/4/16
 Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: November 9, 2016 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
Fingerprint Technician	11/13/15	11/12/16	05/12/17
Health Technician-LVN	11/18/15	11/17/16	05/17/17
Parent/Community Liaison	12/14/15	12/13/16	06/13/17

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	November 9, 2016	REPORT
TO:	Personnel Commission	<u>X</u> 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

Effective 09/01/16, Paraeducator Moderate-Severe, from 6.5 hours/184 days to 7 hours/184 days, Increase in Hours by Seniority

- a. Arreola, Jessica (PDC)
Bajnath, Darren (PDC)
Bell, Kelli (YN)
Carey, Sarah (YN)
Cibrian, Krystal (PDC)
Colon, Anita (PDC)
DeFrancis, Jennifer (YN)
Fisher, LaShonda (YN)
Gentle, Samia (PDC)
Holloway, Deborah (YN)
McElwain, Wendy (YN)
Michel, Cheryl (Effective 09/12/16 YN)
Orozco, Claudia (YN)
Pauley, Tawnya (YN)
Pituch, Ginger (PDC)
Poe, Shelly (YN)
Rosales, Julia (PDC)
Salazar, Paula (PDC)
See, Laura (PDC)
Shoff, Laura (PDC)
Tisbert, Christine (Effective 09/02/16 PDC)
Warren, Victoria (YN)
Williams, Valerie (Effective 09/02/16 YN)
Zuniga, Irma (YN)
- b. Barron Zarraga, Nayeli Effective 09/26/16, Custodian I, from (JH) to (LA) Replacement for Manuel Mendoza, Voluntary Transfer
- c. Burleson, Brian Effective 09/12/16, Paraeducator Moderate-Severe, from (YN), 6.5 hours/184 days to (PDC), 7 hours/184 days Reassignment, Growth
- d. Chadwick, Elizabeth Effective 10/03/16, Special Education Instructional Assistant I, from (Site 18), 5.75 hours/184 day to (SH), 6.5 hours/184 days, Increase in Hours by Seniority, Replacement for Karen Friend
- e. Effective 09/19/16, Paraeducator Moderate-Severe, from 6.5 hours/184 days to 7 hours/184 days, Growth

Cotton, LaTonya (BV to YN)
Hardison, Cordelia (BV to YN)
Hill, Christopher (YN to PDC)

Transfers and Reassignments

- f. Special Education Instructional Assistant I, from 5.75 hours/ 184 days to 6.5 hours/184 days, Increase in Hours by Seniority, Growth
- Ferris, Devan
Richard, Angel
- Effective 10/06/16, from PDC to SW
Effective 10/03/16, from TA to QV
- g. Heredia, Kimberly
- Effective 09/26/16, Instructional Assistant I, from (PLP/SW) 6.5 hours/184 days to (OC), 5.75 hours/184 days, Voluntary Demotion, Growth
- h. Meza, Yesenia
- Effective 08/03/16, Bilingual Early Childhood Teacher Assistant, from (Site 18 LAUP) to (OC State Preschool), 3.75 hours/185 days, Reassignment, Replacement for Gabriela Martinez
- i. Murphy, Colleen
- Effective 10/03/16, from Library Aide (SH), 4 hours/10 months to Lead Library Aide (Ed Services), 8 hours/10 months, Replacement for Gail Salinas, Promotion
- j. Navarro, Julie
- Effective 09/12/16, Special Education Instructional Assistant I, from (PDC), 5.75 hours/184 to (JH), 6.5 hours/184 days Increase in Hours by Seniority, Growth
- k. Ortez, Nelson
- Effective 09/26/16, Custodian I, from (MQ) to (CM) Replacement for Thomas Daily, Voluntary Transfer
- l.
- Paraeducator/LVN, from 6.5 hours/184 days to 7 hours/184 days, Increase in Hours by Seniority, Growth
- Pollette, Natasha
Stefanello, Anthony
- Effective 09/21/16, from (DW) to (PDC)
Effective 09/16/16, (PDC)
- m. Ramirez, Alexandria
- Effective 09/26/16, Instructional Assistant I, from (GP), 5.75 hours/184 days to (DC/OC), 6.5 hours/184 days, Increase in Hours by Seniority, Replacement for Sandy Perez
- n. Smith, Carey
- Effective 10/05/16, Instructional Assistant I from (BV), 5.75 hours/184 days to (JH/MQ), 6.5 hours/184 days, Increase in Hours by Seniority, Replacement for Emma Lendsey
- o. Smith, Micah
- Effective 09/07/16, Student Interventionist from (BV) to (SW), 5.75 hours/184 days, Voluntary Transfer, Growth

Transfers and Reassignments

- p. Stokes, Terranice Effective 09/26/16, Instructional Assistant I from (GP/QV) 6.5 hours/184 days to (SW), 5.75 hours/184 days Replacement for Erica Leplomet, Voluntary Demotion

- q. Surovik, Amy Effective 09/06/16, Special Education Instructional Assistant I, 5.75 hours/184 days, from (JH) to (CM) Reassignment due to Elimination of Position

- r. Zilahy, John Effective 08/08/16, Instructional Assistant I, from (QV) 5.75 hours/184 days to (GP/QV), 6.5 hours/184 days Increase in Hours by Seniority

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE:	November 9, 2016	REPORT
TO:	Personnel Commission	<u>X</u> ACTION
FROM:	Mary Theus Interim Director, Personnel Commission	
RE:	APPROVAL OF ELIGIBILITY LIST WITH LESS THAN THREE RANKS: Assistant Director, Business Services	

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 classification of Assistant Director, Business Services has been ongoing since August 19, 2016, with limited applicant response. Currently we have two eligible applicants who meet all minimum qualifications and have successfully completed the examination process. The District would like the ability to interview and select, as appropriate, from the two applicants. Therefore, a list of fewer than three ranks is presented for your consideration and approval.

RECOMMENDATION

It is recommended that the Personnel Commission approve the eligibility list for Assistant Director, Business Services, as presented.

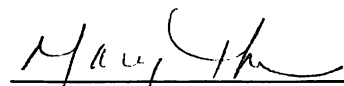
**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
November 09, 2016**

CLASSIFIED RECRUITMENT SUMMARY REPORT

Job Classification	Open Date	Close Date	Written Exam Date	SME Review	Number of Applicants	Number Passed MQs	Number Passed Written	Passed Performance	Number Passed SME	Number Eligible	Effective Date	Expiration Date	Merged *Yes/No	Total # of Ranks
Assistant Director, Business Services	08/19/16	09/19/16	NA	10/27/16	6	2	NA	NA	2	2	10/28/16	10/27/17	No	2
Assistant Director, Business Services (Reposted)	09/20/16	10/21/16	NA	NA	1	0								

*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

10/28/16

Date