

MINUTES
BASSETT UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
January 15, 2002
5:00 p.m.

A corrected copy of the Minutes for the meeting of December 13, 2001 was distributed.

Mrs. Hartley announced that Mrs. Frances Alvarado would not be sworn in at this meeting, and she requested that Mr. Don Laurence give explanation.

Mr. Laurence said that he was not present at the Board Meeting of 1/10/02. However, the item came up regarding the unexpired term of the Board Appointee to the Commission. The Board took action to appoint Mrs. Alvarado to the unexpired term. He continued to state that the Education Code provides that the Board of Education has an obligation to make a nomination and provide a 30 day period in which the public can respond and review the qualifications of the individual appointed, and then in the period of 30-45 days subsequent to that nomination, they can hold a meeting to make the appointment. Apparently there was some confusion that the nomination was an appointment

Mr. Laurence addressed questions from the audience.

1. The meeting was called to order by Chairperson Susan Hartley at 5:08 p.m.

2. MEMBERS PRESENT:

Mrs. Susan Hartley, Chairperson
Mrs. Vern Wallery, Vice-Chairperson

3. STAFF PRESENT:

Mr. Don Laurence, Interim, Director, Human Resources Development
Mary Oring

4. OTHERS PRESENT:

See Guest Register

5. PRELIMINARY:

Flag Salute - Susan Hartley

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6. STAFF REPORTS:

Mr. Laurence had no reports.

Mrs. Wallery mentioned that last week she attended a Personnel Commission conference in San Jose, California. She said it was wonderful. She also brought some materials to share.

Mrs. Hartley also mentioned attending the San Jose conference. She brought up the conflict of interest statement. Staff related that it comes from the Business Office and that we would look into it.

Mrs. Hartley requested that an Annual Report be published by June, 2002. She was told that Carol Mendias in the Office of H.R.D. was saving information for this report, and that it would be given to the new Asst. Supt., Human Resources Development.

Mrs. Hartley distributed some materials she received at the conference relating to the Merit System.

7. APPROVAL OF MINUTES:

On the motion of Mrs. Wallery, seconded by Mrs. Hartley, and unanimously carried, the Commission approved the minutes of the regular meeting of December 13, 2002, as amended.

Amendments: 10 B - Read Range 26 of the Bargaining Unit Salary Schedule. Should be Range 100 of the Management Salary Schedule.

Page 2 – Staff Reports – Third paragraph read \$1,252./mo. Should read \$12.52/hr.

8. APPROVAL OF AGENDA:

On the motion of Mrs. Wallery, seconded by Mrs. Hartley, and unanimously carried, the Commission approved the agenda of the regular meeting of January 15, 2002, as submitted.

9. There were no request to speak cards submitted.

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10. ESTABLISHMENT OF CLASSIFICATION:

On the motion of Mrs. Wallery, seconded by Mrs. Hartley, and unanimously carried, the Commission tabled the establishment of classification of the new classification of District Security Officer.

Discussion as follows:

Mrs. Hartley stated she would like the range of the position of District Security Officer left at 26.

Ruben Castaneda felt that the range was not fair since he and Ms. Escobar have done the training of security before and probably would have to do the training again of the new people coming in, and they would be paid more.

Mrs. Hartley mentioned that in speaking with people at the conference they suggested that both class specifications (Campus Security Officer and District Security Officer) be laid down side by side and compared.

Irma Quesada requested that they be given time to make the comparison of Campus Security and the new District Security positions. When asked how long that would take, she replied, "we could do it in a week."

Illana Inouye asked if it had been determined that the new Security program would replace the Security the District is currently using.

Mr. Laurence responded yes, as we would be hiring 4 District Security Officer positions and 1 District Security Supervisor.

Mr. Laurence asked if the Personnel Commission meeting could be moved from 2/5/02 to a later date (sometime after 2/11/02) for the purpose of swearing in the new Commissioner.

Mrs. Wallery asked that the date of the Commission meeting not be changed as she has many commitments on the other Tuesdays and would like to keep the meetings consistent. At this point Mrs. Wallery said she believed the meeting was out of order since there was a motion on the floor.

It was at this point in the meeting that the Commission decided to table the District Security Officer positions.

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11. CLASS SPECIFICATIONS:

On the motion of Mrs. Wallery, seconded by Mrs. Hartley, and unanimously carried, the Commission tabled the class specification for the new classification of District Security Officer.

12. ELIGIBILITY LISTS:

On the motion of Mrs. Wallery, seconded by Mrs. Hartley, and unanimously carried, the Commission approved the following eligibility lists:

Clerical Assistant II, open and promotional
Grounds Maintenance Worker I, open and promotional
School Office Assistant, open and promotional
School Office Secretary, open and promotional.
Secretary I, open and promotional

Discussion followed:

Mrs. Hartley discussed concern regarding the huge numbers failing the clerical tests, and asked Mrs. Oring what the problem was.

Mrs. Oring stated that the problem seems to be with the typing test. Whether it is the machines, the time the test is given or for whatever reason many were failing the typing test that were now given on computers. However, she stated that since the Personnel Commission has approved the office to accept typing certificates, it is hoped that this will help.

Illana Inouye asked if the typing test could be given as an in-box type test.

Mrs. Oring answered that it was a consideration for future testing, and would be considered by the new in-coming Asst. Supt. H.R.D.

Mrs. Wallery suggested typing be lowered. She mentioned other districts were now doing this.

Irma Quesada asked when the new Asst. Supt. would be coming in. Mr. Laurence stated that he was in the progress of setting up interviews for the new candidates.

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Mrs. Wallery brought up the next Commission meeting and felt the meetings should be kept consistent and stay on the first Tuesday of the month.

13. EXAMINATIONS:

The Commission received the following examination notices:

School Office Assistant, open and promotional.

14. CLOSED SESSION:

The meeting recessed to Closed Session at 5:45 p.m. and reconvened to open session at 6:37 p.m.

There was no action taken in Closed Session.

15. NEXT COMMISSION MEETING:

The next regular Personnel Commission meeting will be held on February 5, 2002, at 5:00 p.m. in the District Office Board Room.

16. ADJOURNMENT:

On the motion of Mrs. Wallery, seconded by Mrs. Hartley, and unanimously carried, the Commission adjourned the meeting at 6:38 p.m.