

MINUTES
BASSETT UNIFIED SCHOOL DISTRICT
SPECIAL PERSONNEL COMMISSION MEETING
FEBRUARY 12, 2002
5:00 P.M.

Chairperson Hartley seated Mrs. Frances Alvarado as the Board of Education Appointee to the Personnel Commission.

1. The meeting was called to order by Mrs. Hartley at 5:10 p.m.

2. MEMBERS PRESENT:

Mrs. Susan Hartley, Chairperson
Mrs. Vern Wallery, Vice-Chairperson
Mrs. Frances Alvarado, Member

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

6. APPROVAL OF AGENDA:

On the motion of Mrs. Wallery, seconded by Mrs. Alvarado, and unanimously carried, the Commission approved the agenda for the special meeting of February 12, 2002, as amended.

Correction: Approval of agenda – special meeting of February 12, 2002.

7. ADVANCED STEP PLACEMENT:

On the motion of Mrs. Wallery, seconded by Mrs. Alvarado, and unanimously carried, the Commission voted (3-0) not to approve the

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advanced step placement of Olivia Hall, Lanny Arifin and Jeanne Gooch, Accounting Technician II's to Step B of the Bargaining Unit Salary Schedule, effective on their date of hire.

DISCUSSION:

Mr. Laurence gave clarification regarding Rule 70.200.1.
All Commissioners discussed and felt that the rule must be further clarified and be consistent.

Mrs. Wallery stated that Rule 70.200.1 should be brought back for further discussion and that if the rule has violated the process of any employee it should be rectified. All agreed rule should be brought back and discussed further, with consistency being uppermost.

Irma Quesada requested the Government code regarding Mary Oring's employment. Mr. Laurence said he would research it and send a copy to her.

8. CLOSED SESSION:

The Personnel Commission recessed to closed session at 5:35 p.m. for the purpose of interviewing candidates for the Assistant Superintendent, Human Resources Development position as provided in Government Code Section 54957 and reconvened to open session at 9:45 p.m.

9. REPORT OUT OF CLOSED SESSION:

Mrs. Hartley reported that the Personnel Commissioners and other interviewers for the position of Assistant Superintendent, Human Resources Development selected Mr. T.R. Lin as the #1 candidate and Mr. Michael Rossi as the #2 candidate, pending background investigation.

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10. NEXT COMMISSION MEETING:

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

11. ADJOURNMENT:

On the motion of Mrs. Wallery, seconded by Mrs. Alvarado, and unanimously carried, the Commission adjourned the meeting at 9:47 p.m.

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PERSONNEL COMMISSION MEETING
February 5, 2002
5:00 p.m.

1. The meeting was called to order by Chairperson Susan Hartley at 5:01 p.m.

2. MEMBERS PRESENT:

Mrs. Susan Hartley, Chairperson
Mrs. Vern Wallery, Vice-Chairperson
Mrs. Frances Alvarado, Member

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

6. STAFF REPORTS:

Mr. Laurence spoke to the Commission regarding the Conflict of Interest Statements . He mentioned that they were needed for last year and that this year was also due. He offered to assist the Commissioners in filling them out.

Mr. Laurence gave information to the Commissioners regarding new legislation the President signed regarding "No Child Left Behind Act." He mentioned that this legislation would affect Instructional Assistants working under Title I funds. It will require that Instructional Assistants have 2 years of college and that there would be no grandfathering in of already employed

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Instructional Assistants. He estimated 15 positions that would be affected in our district. However, there would be a 4 year timetable to complete these new qualifications. There should be more information forthcoming.

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 January 15, 2002, as submitted.

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 February 5, 2002, as amended

Correction: EXAMINATIONS – District Security Supervisor.

9. REQUEST TO SPEAK:

Rick Diaz addressed Rule 70.200.1 Initial Placement. He was concerned which rule was in place.

Irma Quesada requested information on the School Office Secretary positions at Edgewood and Bassett High School. Mr. Laurence said he would call her with that information.

Irma Quesada asked if the Accounting Technician III position in the Accounting Office was still a III or an Accounting Technician II. Mr. Laurence responded that the Manager of that department opted to make all of the positions in the Accounting department Accounting Technician II's, and that they were being flown accordingly.

10. ESTABLISHMENT OF CLASSIFICATION:

On the motion of Mrs. Wallery, seconded by Mrs. Hartley, and unanimously carried, the Commission approved the establishment of the new classification of District Security Officer, and placed it on Range 26 of the Bargaining Unit Salary Schedule.

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11. CLASS SPECIFICATIONS:

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

12. CLASS SPECIFICATION REVISIONS:

On the motion of Mrs. Wallery, seconded by Mrs. Hartley, and unanimously carried, the Commission revised the Class Specification of Campus Security Officer II.

13. CLASSIFICATION STUDY:

On the motion of Mrs. Wallery, seconded by Mrs. Hartley, and unanimously carried, the Commission approved the reclassification of Lucille Escobar from Campus Security Officer I to the class of Campus Security Officer II, effective February 6, 2002, without further examination.

14. ADVANCED STEP PLACEMENT:

On the motion of Mrs. Wallery, seconded by Mrs. Hartley and unanimously carried, the Commission tabled (Mrs. Wallery rescinded original motion) the advanced step placement of Olivia Hall, Lanny Arifin and Jeanne Gooch, Accounting Technician II's to Step B of the Bargaining Unit Salary Schedule, effective on their hire dates.

Discussion:

The Commissioners agreed that the Advanced Step Placement could not be approved until Rule 70.200.1 is clarified.

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15. ELIGIBILITY LISTS:

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

Assistant Superintendent, Human Resources Development, open and promotional.

Clerical Assistant I, open and promotional.

Instructional Assistant, open and promotional.

Instructional Assistant, Computer Lab, open and continuous.

Instructional Materials Specialist, open and promotional.

16. EXAMINATIONS:

The Commission received the following examination notices:

District Security Supervisor, open and promotional. (Management)

Instructional Assistant, Computer Lab, open and continuous.

School Office Secretary, open and promotional.

17. CLOSED SESSION:

Closed Session was not held.

18. NEXT COMMISSION MEETING:

The next regular Personnel Commission meeting will be held on March 5, 2002, at 5:00 p.m. in the District Office Board Room. Mrs. Wallery reminded everyone that March 5, was Election Day, and to remember to vote for legislators in favor of education.

The Commission also set the date of February 12, 2002, 5:30 p.m. for a Special Personnel Commission Meeting.

19. ADJOURNMENT:

On the motion of Mrs. Wallery, seconded by Mrs. Hartley, and unanimously carried, the Commission adjourned the meeting at 5:39 p.m.