

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

1. The meeting was called to order by Chairperson Susan Hartley at 5:05 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, Special Assignment Per Government Code 21224

4. OTHERS PRESENT:

See Guest Register

5. PRELIMINARY:

Flag Salute - Susan Hartley

6. CLOSED SESSION:

The Personnel Commission recessed to closed session regarding personnel items pursuant to Government Code 54957 at 5:07 p.m., and reconvened to open session at 5:35 p.m.

REPORT OUT OF CLOSED SESSION:

Mrs. Hartley stated that the Commission reviewed a confidential report on the background of Dr. T. R. Lin. They came to an agreement on the column/step they wish to offer.

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7. STAFF REPORTS:

None

8. APPROVAL OF MINUTES:

On the motion of Mrs. Wallery, seconded by Mrs. Alvarado, and unanimously carried, the Commission approved the minutes of the regular meeting of February 5, 2002, as amended ( Mrs. Frances Alvarado was listed erroneously as a Member), and the special meeting of February 12, 2002, as submitted.

9. APPROVAL OF AGENDA:

On the motion of Mrs. Alvarado, seconded by Mrs. Wallery, and unanimously carried, the Commission approved the agenda of the regular meeting of March 5, 2002, as submitted.

10. REQUEST TO SPEAK:

Requests to speak were all regarding item #14 on the agenda. It was agreed that they would be addressed when the item on the agenda was reached.

11. RULE REVISION:

Mrs. Alvarado and Mrs. Wallery rescinded their original motion to consider the direction to staff regarding revisions to Rule 70.200.1.

On the motion of Mrs. Wallery, seconded by Mrs. Alvarado, and unanimously carried, the Commission tabled the direction to staff regarding revisions to Rule 70.200.1.

12. APPROVAL OF ASST. SUPERINTENDENT, H.R.D.

On the motion of Mrs. Alvarado, seconded by Mrs. Wallery, and unanimously carried, the Commission approved the appointment of T. R. Lin, Ph.D., for the position of Assistant Superintendent, Human Resources Development.

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13. ADVANCE STEP PLACEMENT:

On the motion of Mrs. Alvarado, seconded by Mrs. Wallery, and unanimously carried, the Commission approved the advanced step placement at Step 5 for T. R. Lin, Ph.D., as Assistant Superintendent, Human Resources Development.

14. JOB SPECIFICATION REVISIONS

Illana Inouye, Maria Coronado and others spoke regarding changes being considered for the job specification for the classifications of Senior Administrative Assistant to the Superintendent and Administrative Clerk. They felt that since the Sr. Administrative Asst. to the Supt. was the highest position in the district that the specifications should remain the same. They agreed that the typing speed could be lowered to 55 wpm, however, the 5 year experience should remain.

Mrs. Hartley stated that she would like to see more people within the district get these jobs.

- A. The Commission rescinded their motion to approve the Job Specification revisions for the classification of Senior Administrative Assistant to the Superintendent.

On the motion of Mrs. Wallery, seconded by Mrs. Alvarado, and unanimously carried, the Commission approved the following Job Specification revisions for the classification of Senior Administrative Assistant to the Superintendent:

Typing speed from 65 wpm to 55 wpm.  
5 years experience (remains the same).  
Promotional Only.

- B. The Commission rescinded their motion to approve the Job Specification revisions for the classification of Administrative Clerk, and on the motion of Mrs. Wallery, seconded by Mrs. Alvarado, and unanimously approved the Commission approved the Job Specification revisions for the classification of Administrative Clerk as follows:

55 wpm typing. (remains the same)  
Promotional only.

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15. ELIGIBILITY LISTS:

On the motion of Mrs. Alvarado, seconded by Mrs. Wallery, the Commission approved the following eligibility list:

School Office Assistant, open and promotional.

16. EXAMINATIONS:

The Commission received the following examination notice:

District Security Officer, open and promotional.

17. NEXT COMMISSION MEETING:

The next regular Personnel Commission meeting will be held on April 9, 2002, at 5:00 p.m. in the District Office Board Room. (Postponed from 4/2/02 due to Spring Break)

18. ADJOURNMENT:

On the motion of Mrs. Alvarado, seconded by Mrs. Wallery, and unanimously carried, the Commission adjourned the meeting at 6:35 p.m.