

**MINUTES
BASSETT UNIFIED SCHOOL DISTRICT
SPECIAL PERSONNEL COMMISSION MEETING
MARCH 12, 2002**

1. The meeting was called to order by Mrs. Hartley at 5:00 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. PUBLIC COMMENT:

None

7. CLOSED SESSION

The Personnel Commission recessed to closed session at 5:04 p.m., regarding personnel items and employee performance evaluation pursuant to Government Code 54957, and reconvened into open session at 6:08 p.m.

Nothing reported from Closed Session.

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8. STAFF REPORTS:

None

9. 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 March 12, 2002, as amended.

Corrected date from March 11, 2002 to March 12, 2002.

10. REQUESTS TO SPEAK:

None

11. JOB SPECIFICATION REVISIONS:

On the motion of Mrs. Alvarado, seconded by Mrs. Wallery, and unanimously carried, the Commission approved the Job Specification revisions of Senior Administrative Assistant to the Superintendent to remain the same, to read as follows:

Typing Speed 55 wpm.
5 years experience.
Promotional only.

12. ADVANCED STEP PLACEMENT:

Reconsideration of the advanced step placement for T. R. Lin Ph.D as Assistant Superintendent Human Resources failed for a lack of a motion. The Commission all agreed that the Action stands as approved at the March 5, 2002 meeting.

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13. 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.

14. ADJOURNMENT:

On the motion of Mrs. Alvarado, seconded by Mrs. Wallery, and unanimously carried, the Commission adjourned the meeting at 6:15 p.m.