

MINUTES  
BASSETT UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION MEETING  
May 7, 2002  
5:00 p.m.

1. The meeting was called to order by Chairperson Susan Hartley at 5:02 p.m.

2. MEMBERS PRESENT:

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

3. STAFF PRESENT:

T. R. Lin, Ph.D, Asst. Superintendent, Human Resources Development  
Carol Mendias, Human Resources Technician

4. OTHERS PRESENT:

See Guest Register

5. PRELIMINARY:

Flag Salute - Susan Hartley

6. STAFF REPORTS:

Dr. Lin thanked staff for their support. He mentioned that he visited each site a few times and had very positive visits with the principals.

Dr. Lin introduced Mr. Patrick Maher, the new Personnel Analyst in Human Resources Development. He mentioned that Patrick's tentative start date would be May 24, 2002.

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7. 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 April 9, 2002, as submitted.

8. APPROVAL OF AGENDA:

On the motion of Mrs. Wallery, seconded by Mrs. Alvarado, and unanimously carried, the Commission approved the agenda of the regular meeting of May 7, 2002, as submitted.

9. REQUEST TO SPEAK:

Irma Quesada invited everyone to the C.S.E.A. Retirement dinner and thanked the Commissioners for the upcoming barbeque.

10. HEARINGS:

The Hearing on the proposed Personnel Commission Budget for 2002-2003 opened at 5:18 p.m.

Dr. Lin spoke regarding the advertising budget being increased.  
Mrs. Alvarado asked if the Applicant Tracking System had already been ordered. Mr. Adamo promised that we would get it.

The Hearing on the proposed Personnel Commission Budget for 2002-2003 closed at 5:22 p.m.

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11. PERSONNEL COMMISSION BUDGET 2002-2003:

On the motion of Mrs. Wallery, seconded by Mrs. Alvarado, and unanimously carried, the Commission adopted the proposed Personnel Commission Budget for 2002-2003.

12. RULE REVISION:

Dr. Lin made the presentation of Rule 70.200.1 Initial Placement. It was mentioned that there would be others from the Maintenance Department requesting initial placement.

13. ADVANCE STEP PLACEMENT:

- a. On the motion of Mrs. Alvarado, seconded by Mrs. Wallery, by a 2-1 vote, the Commission approved 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 date of hire.
- b. On the motion of Mrs. Alvarado, seconded by Mrs. Wallery, by a 2-1 vote, The Commission denied the advanced step placement of Kathleen Soto, School Office Secretary, to Step C of the Bargaining Unit Salary Schedule.

Mrs. Barbara Boyd spoke in support of Ms. Soto's initial placement. Mrs. Hartley made comments regarding reasons why the initial placement for Ms. Soto was denied.

14. ELIGIBILITY LISTS:

On the motion of Mrs. Wallery, seconded by Mrs. Alvarado, by a 2-1 vote the Commission approved the following eligibility list:

Personnel Analyst, open and promotional.  
(Management Position)

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15. EXAMINATIONS:

The Commission received the following examination notices:

Sr. Administrative Asst. to the Superintendent, open and promotional  
(Confidential Position)  
Administrative Clerk, open and promotional (Confidential Position)

16. A reminder was given regarding the annual Classified Employees Barbecue to be held on May 22, 2002.

17. CLOSED SESSION:

The Commission recessed to Closed Session at 5:40 p.m. and reconvened to open session at 6:45 p.m.

Nothing reported from Closed Session.

18. NEXT COMMISSION MEETING:

The next regular Personnel Commission meeting will be held on June 4, 2002, at 5:00 p.m. in the District Office Board Room.

19. ADJOURNMENT:

On the motion of Mrs. Alvarado, seconded by Mrs. Wallery, and unanimously carried, the Commission adjourned the meeting at 6:46 p.m.