

MINUTES
BASSETT UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
June 4, 2002
5:00 P.M.

1. The meeting was called to order by Chairperson Susan Hartley at 5:00 p.m.

2. MEMBERS PRESENT:

Mrs. Susan Hartley, Chairperson
Mrs. Frances Alvarado, Member

Mrs. Vern Wallery, Vice-Chairperson was absent due to personal reasons.

3. STAFF PRESENT:

T. R. Lin, Ph.D, Assistant Superintendent, Human Resources Development
Patrick Maher, Personnel Analyst

4. OTHERS PRESENT:

See Guest Register

5. PRELIMINARY:

Flag Salute – Susan Hartley

6. STAFF REPORTS:

Dr. Lin reported on his plans and that of the three Commissioners to attend the Southern California Personnel Commission Seminar this coming weekend, and on the new requirements of the federal “No Child Left Behind” Act. He will report back.

Mrs. Alvarado inquired of Dr. Lin about the Library Technicians working beyond 6 hours and if they could receive credit towards retirement for that work. Dr. Lin explained that that some of the Library Technicians had worked beyond their 6 hours and that based on his research so far that it did not appear that retirement credit could be given, but that he would explore further

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and if possible, he would see that they got credit. Dr. Lin stated that some principals had been advised that if they believed that they needed to extend the working day for Library Technicians that they needed to submit a PA2. Irma Quesada, President of CSEA, stated that she would examine the CSEA contract provisions related to length of time serving in extended periods to gain credit and contact Mrs. Alvarado and Dr. Lin with her opinion.

Mrs. Hartley also stated that she had received a call concerning the Library Technicians. She thanked Ms. Quesada and Cafeteria Services staff for the luncheon but had heard that the Campus Security Aides thought they had been told not to come. Dr. Lin stated he received a call about whether or not the Campus Security Aides were allowed to attend, that he invited them, and also contacted Mr. Casteneda and extended an invitation through him to the Aides. Dr. Lin also called Food Services and ordered more food to ensure they could be accommodated. Ms. Quesada also told Mr. Castaneda that there was no problem with the Aides attending and extended an invitation.

Mrs. Hartley stated that she received a call concerning the substitute clerical position working in the HRD office, and inquired as to how the position was being charged. Dr. Lin explained that the position was assigned to the District and worked where there was a need, but when not otherwise assigned, worked in HRD assisting in filing and relieving the receptionist. Dr. Lin stated he would ascertain if the position was charged to the Personnel Commission Budget.

7. APPROVAL OF MINUTES:

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

8. APPROVAL OF AGENDA:

On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, and unanimously carried, the Commission approved the agenda for the regular meeting of June 4, 2002, as submitted.

9. REQUESTS TO SPEAK:

Ms. Quesada thanked the Commissioners for the BBQ and for attendance at the CSEA retirement party.

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10. Advance Step Placement:

- a. On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, and unanimously carried, the Commission approved the advanced step placement of Johnny Allen, Maintenance Grounds Worker I, to Step B of the Bargaining Unit Salary Schedule, effective on his date of hire.
- b. On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, and unanimously carried, the Commission approved the advanced step placement of Tom Chavez, Irrigation Technician, to Step B of the Bargaining Unit Salary Schedule, effective his date of hire.
- c. On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, and unanimously carried, the Commission approved the advanced step placement of Ruben de los Rios, Maintenance Painter, to Step B of the Bargaining Unit Salary Schedule, effective his date of hire.

11. ELIGIBILITY LISTS:

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

Administrative Clerk, open and promotional (Confidential Position)
Asst. Supt., Business Services, open and promotional (Management Position)
Instructional Assistant, Computer Lab, open and continuous
Senior Administrative Assistant to the Superintendent, open and promotional
(Confidential Position)

Ms. Quesada inquired as to how many in-house candidates were on the eligibility list for Assistant Superintendent, Business Services. She was informed that there was one.

12. EXAMINATIONS:

The Commission received the following examination notices:

Health Clerk, open and promotional
Instructional Asst., Adult Education, open and promotional
Language Assessment Assistant, open and promotional
District Security Officer, open and promotional (Reflow)
District Security Supervisor open and promotional (Management Position)
(Reflow)

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Mrs. Alvarado inquired if the previously submitted applications for the positions of District Security Officer and District Security Supervisor would be merged with the new ones. Mr. Maher stated that all previous applications would be accepted without the need for the individuals to resubmit their application.

13. CLOSED SESSION:

There being no personnel issues and employee performance issues to discuss pursuant to Government Code 54957, the Personnel Commission did not recess to closed session.

14. NEXT COMMISSION MEETING:

Dr. Lin asked if the next Personnel Commission meeting could be delayed because he would be attending a professional conference out-of-town and would be unable to be present.

It was agreed that the next regular Personnel Commission meeting will be held on July 9, 2002, at 5:00 p.m. in the District Office Board Room.

15. ADJOURNMENT:

On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, and unanimously carried, the Commission adjourned the meeting at 5:32 p.m.