

MINUTES
BASSETT UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
July 9, 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. Vern Wallery, Vice-Chairperson
Mrs. Frances Alvarado, Member

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

6. STAFF REPORTS:

A. Personnel Director

Dr. Lin reported that the following recruitments have closed and that testing had been scheduled:

- District Security Supervisor
- District Security Officer
- Health Assistant
- Instructional Assistant – Special Ed
- Language Assessment Assistant
- Instructional Assistant – Computer Lab (Adult Ed)

Dr. Lin reported that the following recruitments were still open:

Career Vocational Assistant
Instructional Assistant (Bilingual/Biliterate)
Instructional Assistant – Computer Lab (K-8)
Instructional Materials Specialist
Instructional Assistant – Special Ed

Dr. Lin also reported that HRD was in the process of updating the web pages for HRD and creating new web pages for the Personnel Commission.

Mrs. Alvarado asked if the updating was being done via the technology staff. Dr. Lin replied that HRD had received excellent support and assistance from technology staff in improving HRD technology enhancements.

Mrs. Alvarado asked if the Sigma software had been installed. Dr. Lin reported that it was expected to arrive in about 3 weeks.

Dr. Lin continued his report by stating that the approved minutes and the agenda would be posted on the web, and that the regular meeting dates for the upcoming year would also be posted. He also indicated that HRD was going to post the Commission Rules, all class specifications, the CSEA contract, and the salary schedule.

Mrs. Alvarado asked if the Rules were going to be updated. Dr. Lin responded that he will present a plan on the updating of the Rules.

Dr. Lin also reported that HRD planned to implement an on-line application, implement an HRD email address for people inquiring about HRD matters, and posting of HRD District forms on the web.

Mrs. Alvarado inquired as to the types of forms that would be posted, and Dr. Lin indicated that such forms as summer employment, Professional Development Program, insurance forms, and requests for transfers would be posted.

B. Personnel Commission

Mrs. Alvarado inquired of Irma Quesada, President of CSEA Chapter #26, if she had determined if the Library Media Technicians working an extra hour daily for extended periods of time violated the CSEA contract and recalled that Ms. Quesada had stated at the June meeting that she would

get back to Mrs. Alvarado on this issue, but had not done so. Mrs. Alvarado wanted to know the status of this issue.

Dr. Lin stated that all principals had been informed via email that if they wanted to continue this practice, they would have to submit a PA-2 modifying the working hours of the Library Media Technician involved.

Mrs. Alvarado asked if there had been any violation of the Rules over what happened in the past? Dr. Lin replied that there had not been.

Mrs. Alvarado asked how, if the person was working in the same class, doing the same thing for many years, not getting the time on the books, how there was not a violation.

Ms. Quesada stated that she believed that if the person was doing the same job for a period of time, but not sure for how long, she believed that there was a violation of the contract.

Mrs. Alvarado wanted to know if the contract was violated. Dr. Lin indicated that he wanted to check with the District's counsel. Mrs. Alvarado stated she was not questioning the employees' compliance with their agreement to work an additional hour, but that if they were not compensated for the time on the books, and if the contract required it, then there is a need to verify the situation.

Mrs. Hartley stated that she wanted to address an issue that was related to Item 12 on the agenda, the "No Child Left Behind Act." She commented that since it was an act, we had no choice, but inquired if it was realistic.

Mrs. Sako indicated that she didn't think the President really understood enough about how school districts operate, and there was a need to address the impact of the act with other paraprofessionals.

Mrs. Hartley stated that she was afraid that compliance would involve hours of work to ensure that we attracted people who would qualify.

Mrs. Alvarado stated that not all districts are the same. In some districts, instructional assistants work for 6 hours and that we may have to do the same.

Mrs. Hartley expressed an opinion that a lot of different positions, such as Career Vocational Assistants, could come under the requirements.

Ms. Quesada stated that she understood it affects people paid under Title I. Dr. Lin responded that all of our schools are Title I.

Mrs. Sako stated that if a school is a school-wide Title I site, then everyone must comply, but if it was not, then there was no need to comply. The act was targeted only to those with Title I funding.

Mrs. Quesada stated that in 4 years the District would be hurting for Instructional Assistants because we now have 20-30 year employees.

Mrs. Alvarado stated that it might be necessary to make the Instructional Assistants 6-8 hour employees.

Mrs. Brigilio stated that the reason we had 3 hour work days was to attract college students, and stated that if we could "grandfather" our current employees there would be less of a problem.

Ms. Quesada stated that she understood if one did not have the college education levels, then the person would have to test, and that she heard it would be a college level test.

Mrs. Hartley stated that it hurts to realize that so many who had been with the District for so long might lose their job.

Dr. Lin stated that he heard similar concerns at all of the meetings he had attended and that many express it over and over.

Ms. Quesada stated that it was sad to see people in the community not qualify for jobs in the community.

Mrs. Sako stated that there are options for instructional assistants: providing classes through Mt. Sac here in the District if at least 15 persons were willing to participate, and that there were Title II set-asides to pay for fees.

Mrs. Alvarado asked if the funds would pay for the books. Mrs. Sako stated that it would be a consideration.

Mrs. Alvarado stated that she was concerned about it, but that it is legislation.

Dr. Lin stated that he, Mrs. Sako, and Richard Speed had been going to many meetings where the issue of staff training and obtaining units were discussed. The emerging trend was to prepare staff to pass the test.

7. APPROVAL OF MINUTES:

On the motion of Mrs. Alvarado, seconded by Mrs. Wallery, and by a vote of 2 in favor and 1 abstention, the Commission approved the minutes of the regular meeting of June 4, 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 for the regular meeting of July 9, 2002, as submitted and/or amended.

9. REQUESTS TO SPEAK:

There were no requests to address the Commission. Mrs. Sako stated she was there to help answer any questions concerning the "No Child Left Behind Act."

10. EXAMINATIONS:

The Commission received the following examination notices:

Career Vocational Assistant
Instructional Assistant (Bilingual/Biliterate) (Targeted Recruitment)
Instructional Assistant, Special Education (Revised and Reflown)
Instructional Assistant-Computer Lab (K-8) (Targeted Recruitment)
Instructional Materials Specialist

Mrs. Hartley inquired as to how many positions were vacant for the position of Career Vocational Assistant. Mr. Maher informed the Commission that there was one position and that was the one that was vacant.

11. ELIGIBILITY LISTS:

On the motion of Mrs. Wallery, seconded by Mrs. Alvarado, and unanimously carried, the Commission approved the eligibility list for Instructional Assistant, open

12. REVISIONS TO CLASS SPECIFICATIONS

On the motion of Mrs. Alvarado, seconded by Mrs. Wallery, and unanimously carried, the Commission approved the revisions to the class specification for the position of Instructional Assistant to include the requirements of the "No

Child Left Behind” Act, to indicate that the position is governed by the “No Child Left Behind” Act, and to indicate that incumbents hired prior to January 8, 2002 will not be required to meet these new requirements until January 8, 2006.

On the motion of Mrs. Alvarado, seconded by Mrs. Wallery, and unanimously carried, the Commission approved the revisions to the class specification for the position of Instructional Assistant – Special Education to include the requirements of the “No Child Left Behind” Act, to indicate that the position is governed by the “No Child Left Behind” Act, and to indicate that incumbents hired prior to January 8, 2002 will not be required to meet these new requirements until January 8, 2006.

On the motion of Mrs. Alvarado, seconded by Mrs. Wallery, and unanimously carried, the Commission approved the revisions to the class specification for the position of Instructional/Health Assistant-Multiple Handicaps to include the requirements of the “No Child Left Behind” Act, to indicate that the position is governed by the “No Child Left Behind” Act, and to indicate that incumbents hired prior to January 8, 2002 will not be required to meet these new requirements until January 8, 2006.

13. APPROVAL OF NEW CLASSIFICATION SPECIFICATION

On the motion of Mrs. Alvarado, seconded by Mrs. Wallery, and unanimously carried, the Commission approved the new classification specification for the position of Instructional Assistant—Computer Lab (K-12) to include the requirements of the “No Child Left Behind” Act, to indicate that the position is governed by the “No Child Left Behind” Act, and to indicate that incumbents hired prior to January 8, 2002 will not be required to meet these new requirements until January 8, 2006 for persons serving as Instructional Assistants—Computer Lab when their duties involve working with students in the grades of Kindergarten through 12th grade.

14. 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.

15. NEXT COMMISSION MEETING:

The next regular Personnel Commission meeting will be held on September 10, 2002, at 5:00 p.m. in the District Office Board Room.

16. ADJOURNMENT:

On the motion of Mrs. Alvarado, seconded by Mrs. Wallery, and unanimously carried, the Commission adjourned the meeting at 5:45 p.m.