

MINUTES
BASSETT UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
September 10, 2002
5:00 P.M.

1. CALL TO ORDER:

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 summer had been especially busy for HRD. He indicated that in addition to the update sent to the Commissioners in August, that staff had completed 11 examinations in the previous 2 months, and that the written test for the position of District Security Officer had been completed and that the test was being scored.

Mrs. Alvarado asked for an update on the Sigma system. Dr. Lin responded that software had been received and that technology staff were upgrading a server for installation of the program. Mrs. Alvarado inquired if staff had been trained on the program, and Dr. Lin informed her that the training would commence next week.

B. Personnel Commission

Mrs. Hartley expressed her thanks for keeping the Commission informed of major activities and for the work that the staff had been accomplishing.

Mrs. Alvarado requested that the goals listed on page 4 of the Report of the Commission be prioritized and that she wished to complement all staff on the goals that were selected. Mrs. Hartley also commented that she was pleased with the quality of the goals.

7. APPROVAL OF MINUTES:

On the motion of Mrs. Wallery, seconded by Mrs. Alvarado, and unanimously carried, the Commission approved the minutes for the regular meeting of July 9, 2002, as submitted.

8. APPROVAL OF AGENDA:

On the motion of Mrs. Alvarado, seconded by Mrs. Wallery, and unanimously carried, the Commission approved the agenda for the regular meeting of September 10, 2002, as submitted.

9. REQUESTS TO SPEAK:

Irma Quesada, President of CSEA Chapter #26, stated that she wanted to inquire about an item not on the agenda. She indicated that this past summer there was discussion concerning the District contracting for custodial services in lieu of hiring regular employees for summer work.

Dr. Lin responded that the matter had been discussed in Cabinet and that during the Cabinet meeting, Mr. Nero had briefly discussed the issue with Ms. Quesada, but that there had been no action taken to contract for such services.

Mr. Maher stated that there had also been discussion with CSEA representatives concerning the possibility of contracting for painting during the summer, but that had also not been done.

10. EXAMINATIONS:

The Commission received the following examination bulletin:

Library Media Technician

11. ELIGIBILITY LISTS:

On the motion of Mrs. Wallery, seconded by Mrs. Alvarado, and unanimously carried, the Commission approved/ratified the eligibility list for Career Vocational Assistant.

On the motion of Mrs. Wallery, seconded by Mrs. Alvarado, and unanimously carried, the Commission approved/ratified the eligibility list for Instructional Assistant (Bilingual/Biliterate --Targeted Recruitment).

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

On the motion of Mrs. Wallery, seconded by Mrs. Alvarado, and unanimously carried, the Commission approved/ratified the eligibility list for Instructional Assistant-Computer Lab (K-8).

On the motion of Mrs. Wallery, seconded by Mrs. Alvarado, and unanimously carried, the Commission approved/ratified the eligibility list for Instructional Materials Specialist.

On the motion of Mrs. Wallery, seconded by Mrs. Alvarado, and unanimously carried, the Commission approved/ratified the eligibility list for Instructional Assistant - Adult Education.

On the motion of Mrs. Wallery, seconded by Mrs. Alvarado, and unanimously carried, the Commission approved/ratified the eligibility list for Language Assessment Assistant.

On the motion of Mrs. Wallery, seconded by Mrs. Alvarado, and unanimously carried, the Commission approved/ratified the eligibility list for District Security Supervisor.

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

12. APPROVAL OF COMPENSATION FOR MISSED MEETING

On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, and carried by a vote of 2 ayes, 1 abstention, the Commission approved the compensation for Commissioner Vern Wallery for one (1) missed meeting due to bereavement on June 4, 2002.

13. APPROVAL OF 2001-2002 ANNUAL REPORT OF THE PERSONNEL COMMISSION

On the motion of Mrs. Alvarado, seconded by Mrs. Wallery, and unanimously carried, the Commission received the *Personnel Commission Annual Report 2001-2002* and authorized the Assistant Superintendent, Human Resources Development to forward it to the Board of Education on behalf of the Commission as submitted.

14. CERTIFICATION FROM LIST FOR ANOTHER CLASS

On the motion of Mrs. Alvarado, seconded by Mrs. Wallery, and unanimously carried, the Commission found that the examinations for the Classifications of Instructional Assistant, Special Education, Instructional Assistant Computer Lab (K-8), and for Instructional Assistant (Bilingual/ Bi-literate) adequately tested the skills and knowledges for the position of Instructional Assistant, Adult Education, and that the use of these lists for the filling of vacancies as an Instructional Assistant, Adult Education is in the best interest of the District (Personnel Commission Rule 50.200.8).

The commissioners each commented that they had reviewed the rule and felt that this action was especially beneficial and a good idea.

15. CLOSED SESSION:

The Personnel Commission recessed to closed session regarding personnel issues and employee performance pursuant to Government Code 54957.

There was nothing to report from the closed session.

16. NEXT COMMISSION MEETING:

The next regular Personnel Commission meeting will be held on October 1, 2002, at 5:00 p.m. in the District Office Board Room.

17. ADJOURNMENT:

On the motion of Mrs. Alvarado, seconded by Mrs. Wallery, and unanimously carried, the Commission adjourned the meeting at 6:29 p.m.