

MINUTES  
BASSETT UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION MEETING  
JANUARY 14, 2003  
5:00 P.M.

1. The meeting was called to order by Chairperson Vern Wallery at 5:04 p.m.

2. MEMBERS PRESENT:

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

A. Flag Salute

6. STAFF REPORTS:

A. Personnel Director

Dr. Lin reported that HRD is now using Ed-Join for recruiting for all open classified positions and that this is a good system. There were no new requests to recruit for classified vacancies.

B. Personnel Commission

Mrs. Hartley stated that she had attended the CSEA installation meeting and that it was very nice with a lot of people in attendance. She appreciated the invitation to attend.

Mrs. Alvarado wished everyone a happy new year.

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Mrs. Wallery also wished everyone a prosperous new year and commented that she also had attended the CSEA installation meeting and found it to be enjoyable.

7. APPROVAL OF MINUTES:

On the motion of Mrs. Hartley, seconded by Mrs. Alvarado, and unanimously carried, the Commission approved the minutes of the meeting of December 3, 2002, as submitted.

On the motion of Mrs. Hartley, seconded by Mrs. Alvarado, and unanimously carried, the Commission approved the minutes of the special meeting of December 17, 2002, as submitted.

8. APPROVAL OF AGENDA:

On the motion of Mrs. Hartley, seconded by Mrs. Alvarado, and unanimously carried, the Commission approved the agenda for the regular meeting of January 14, 2003, as submitted.

9. REQUESTS TO SPEAK:

There were no requests to speak.

10. ELIGIBILITY LIST:

- A. On the motion of Mrs. Hartley, seconded by Mrs. Alvarado, and unanimously carried, the Commission approved/ratified the eligibility list for Instructional Assistant, Computer Lab K12 (Also to be used for classification of Instructional Assistant, Computer Lab pursuant to Personnel Commission Rule 50.200.8 as approved by the Commission at the November 7, 2002 regular meeting).
- B. On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, and unanimously carried, the Commission approved/ratified the eligibility list for Instructional Assistant – Special Education

11. EXAMINATIONS:

The Commission received the following examination notices:

- A. Food Services Assistant II (Promotional Only)
- B. Food Services Manager I (Promotional Only)
- C. Food Services Manager II (Promotional Only)

12. STEP ADVANCE REQUEST

On the motion of Mrs. Hartley, seconded by Mrs. Wallery, and carried with 2 ayes and 1 noes, the Commission approved Gale Taylor, Library Media Technician, be given an initial step placement advance from Step A to Step B effective October 1, 2002.

Mrs. Alvarado stated that in the past the Commission had always waited for the employee to complete probation before acting on initial step placement requests and that to be fair to all employees she believed that should be the practice followed in this request.

Mrs. Hartley stated in the past there had been some confusion about whether the Rules required that the person complete probation first, but that had been clarified and the Rules do not contain any such requirement.

Mrs. Wallery added that the Commission got clarification because there were 2 versions of the applicable Rule and had decided that the Rule was that the offer was made at the time of hire, but that the Commission brought forward all those requests that had been delayed previously because of confusion in the Rules.

Mrs. Alvarado stated that she thought that the step advance request needed to be predicated on an offer at the time of employment and that this fact need to be verified by staff.

Mr. Maher stated that the request for advance step placement had been made both by Ms. Taylor and Ms. Bean prior to Ms. Taylor being hired, and that he had emphasized to both of them that a request could be made, but making the request was no guarantee that the Commission would grant it.

13. AMENDMENT TO PERSONNEL COMMISSION RULES

Review/discuss proposed revision to Personnel Commission Rules 30.100.2 and 30.100.5 – First Reading.

On the motion of Mrs. Hartley, seconded by Mrs. Alvarado, and unanimously carried, the Commission approved the proposed revision to Personnel Commission Rules 30.100.2 and 30.100.5 as received and placed it on the agenda for the February 4, 2003 meeting for a second reading/adoption.

Mrs. Hartley inquired if the rule change was procedural. Mrs. Alvarado inquired if the Commission had any control and noted that this had not been done in the past. Dr. Lin replied that there had not been a clear procedure in the past on how this process was to work so it had not been done, which is why the rule change was being proposed.

14. CLOSED SESSION:

Pursuant to Government Code 54957, the Personnel Commission recessed to closed session at 5:27 p.m. and reconvened at 6:39 p.m. regarding the following personnel and employee performance issues:

- A. Received notice of employees terminated according to Personnel Commission Rule 60.800.1 pursuant to Board action on December 12, 2002.
- B. Received update on previous discussion at December 17, 2002 Special Meeting re: Request of classified employee to meet with the Commission to discuss personnel issues and work environment.

Mrs. Wallery reported that the Commission had not taken any action in closed session.

15. NEXT COMMISSION MEETING:

The next regular Personnel Commission meeting will be held on February 4, 2003, at 5:00 p.m. in the District Office Board Room.

16. ADJOURNMENT:

On the motion of Mrs. Wallery, seconded by Mrs. Hartley, and unanimously carried, the Commission dedicated the meeting to the memory of Mrs. Dorothy McLaughlin and adjourned the meeting at 6:41 p.m.