

MINUTES
BASSETT UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
FEBRUARY 4, 2003
5:00 P.M.

1. The meeting was called to order by Chairperson Wallery at 5:03 p.m.

2. MEMBERS PRESENT:

Mrs. Vern Wallery, Chairperson
Mrs. Susan Hartley, Member

Mrs. Frances Alvarado, Vice-Chairperson, was absent due to illness.

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 the examination for Food Service Manager I was completed and that the Examination for Food Service Manager II would be concluded before the next meeting.

Dr. Lin commented on the status of the Commission Rules. Chapters 1 and 2 were revised in 1999 and would be published soon. CSEA had received a draft of revisions to Chapters 3 and 4 and that the plan was to have the first reading of these revisions at the March meeting.

Projections about the state budget were poor for the next four to five years and that Bassett was looking at perhaps \$3-4 million in reductions of revenue. Staff would start preparing a draft of the budget, but that past budgets were not "pure" commission budgets in that HRD involved certificated services, classified human resources

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services, and Personnel Commission services. Staff was going to consider these three different responsibilities in proposing the budget.

In response to an inquiry by Mrs. Hartley, Dr. Lin reported that the customer training for food service staff had been concluded.

B. Personnel Commission

Mrs. Hartley reported that the budget was the major topic of discussion at the Southern California Personnel Commissioner's Association (SCPCA) recent conference and that there had been lots of good information presented concerning the Education Code. She expressed concern that classified staff would bear the brunt of any layoffs as a result of the budget situation.

Mrs. Wallery stated that she also found the SCPCA conference to be informative, and thought that the presentation on the No Child Left Behind Act was particularly informative.

7. APPROVAL OF MINUTES:

On the motion of Mrs. Hartley, seconded by Mrs. Wallery, the Commission unanimously approved the minutes of the meeting of January 14, 2003 as submitted.

8. APPROVAL OF AGENDA:

On the motion of Mrs. Hartley, seconded by Mrs. Wallery, the Commission unanimously approved the agenda for the regular meeting of February 4, 2003, as submitted.

9. REQUESTS TO SPEAK:

Irma Quesada, CSEA chapter president, stated that it was commonly known that the District was freezing vacant positions and inquired how that was affecting the hiring of classified substitutes and provisional employees.

Dr. Lin responded that it was the Commissions goal to make sure that long-term substitutes were hired from a certification list and that we had recently developed a new certification list for Clerical Assistants that would be used to

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hire and place substitutes in clerical positions. HRD had notified site managers of this fact at the time that the exam was posted, and encouraged them to have any of their regular subs take the examination.

He also stated that the Superintendent had requested that all principals attempt to save as much money as possible by not filling vacancies that were not necessary.

Mrs. Hartley stated that if a vacant position was not filled, would that mean that a sub would not be hired.

Dr. Lin replied in the affirmative.

Mrs. Hartley asked then if that meant that no one was doing the job.

Dr. Lin replied that would be the case, that a frozen vacancy would not be filled with a substitute employee. Dr. Lin also suggested that existing vacancies might be filled with temporary employees and that it would be easier to layoff temporary employees should that become necessary.

Dr. Lin also stated that HRD was auditing all PA2s, especially those for substitute assignments, and ensuring that substitute employees were being properly utilized and in accord with the Rules.

Mrs. Wallery stated that the CSEA newsletter had advice on the control of subs.

Ms. Quesada next inquired about the business consultant and if he was hired as a limited term employee or on a contract.

Dr. Lin stated that the District offices currently had 2 consultants hired on a personal services contract, and that one was expiring. One was ending this month and would have to be renewed under the new procedure for hiring those on personal services contracts. The other had an existing contract and that he was hired to handle special projects in business services and was not serving as an interim business officer as the Superintendent had assumed these duties and responsibilities.

Mrs. Wallery commented that the rule for personal services contracts was before the Commission.

10. ELIGIBILITY LIST:

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

- A. Clerical Assistant II
- B. Food Services Assistant II (Promotional Only)
- C. Instructional Assistant
- D. Instructional Assistant – Adult Education

11. AMENDMENT TO PERSONNEL COMMISSION RULES

On the motion of Mrs. Hartley, seconded by Mrs. Wallery, the Commission unanimously adopted the proposed revision to Personnel Commission Rules 30.100.2 and 30.100.5 as submitted.

Ms. Quesada inquired if a “second reading” meant that the Commission could not immediately pass the rule change. She stated that CSEA had reviewed the proposed changes, supported it as submitted, and saw no reason to not pass it at this meeting.

Mrs. Hartley stated that she wanted to be sure that people hired on personal services contracts were not taking classified positions from regular classified employees.

Dr. Lin added that the rule change placed a burden on the business officer to ensure that certain requirements of the Education Code had been met.

12. NEXT COMMISSION MEETING:

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

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13. ADJOURNMENT:

On the motion of Mrs. Hartley, seconded by Mrs. Wallery, the Commission unanimously adjourned the meeting at 5:40 p.m.