

MINUTES¹
BASSETT UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
MARCH 4, 2003
5:00 P.M.

1. The meeting was called to order by Chairperson Wallery at 5:00 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 stated that most of his report would be covered under agenda item #13 but that he wanted to summarize the recent survey of HRD services. On a 10 point scale, respondents rated overall satisfaction of HRD services at 8.44, compared with the last survey in June 2001, in which overall satisfaction with HRD services was rated as 3.5.

B. Personnel Commission

¹ As amended at the April 1, 2003 regular meeting of the Commission.

Mrs. Hartley asked staff to obtain a financial status report on the District's financial health from the County and provide it to the Commissioners.

Mrs. Alvarado stated that she had reviewed the progress report on HRD and thought that the report was excellent. She was very pleased with the progress at HRD and wanted to congratulate staff for both the report and the achievements.

Mrs. Wallery stated that she too was impressed with the progress report and felt that staff were doing an excellent job.

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 February 4, 2003, 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 March 4, 2003, as submitted.

9. REQUESTS TO SPEAK:

Irma Quesada, CSEA Chapter #26 President, inquired about when the personal services contract involving the consultant delivering fiscal services would expire and whether or not it would be renewed.

Dr. Lin stated that the recent revisions to Rule 30.100.2 had been implemented and that the Director of Instructional Services had been given a newly developed form used to implement the rule, but that it had not been returned, so he wasn't sure about the details. However, based on the Rules and the Education Code, the contract could not be renewed and the person could not be paid until the Commission acts. Dr. Lin stated that he would follow-up with the Superintendent and determine the status of any contract for continuation of these services.

Annie Mondino stated that she wanted to inform the Commission about a personnel issue at the high school concerning the manner in which an administrator was treating classified staff.

Ms. Quesada reported that a personnel situation at the high school was escalating even though Dr. Lin and Dr. Jackson had been working to resolve the matter. Ms. Quesada inquired if the Commission could meet in closed session to discuss the matter.

Mrs. Hartley inquired if the Commission attempted to be involved in the matter if that would be helpful.

Dr. Lin stated that he hoped to have the matter resolved by the next Commission meeting. Out of respect for the responsibilities of the site manger, it was best to let him attempt to resolve the matter before external persons got involved. Dr. Lin stated that Dr. Jackson was out of town and needed to return before he could go forward, and that there had been several meetings with various persons, including Mr. Nero and that everyone recognized the importance of the issue and were working to resolve it. Dr. Lin opined that at the present, the issue appeared to be purely human resources and contractual, and it did not appear that any Commission Rules were directly involved.

10. ELIGIBILITY LIST:

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

- A. Food Services Manager I
- B. Food Services Manager II
- C. Instructional Assistant, Speech Assessment

11. COMPENSATION FOR MISSED MEETING BY COMMISSIONER

On the motion of Mrs. Hartley, seconded by Mrs. Wallery, and carried with two ayes and Mrs. Alvarado abstaining, the Commission approved that Mrs. Alvarado be compensated for the regular meeting of February 4, 2003 pursuant to Rule 2.4.6B due to absence because of illness.

12. REQUEST FOR LEAVE OF ABSENCE FOR OTHER EMPLOYMENT

On the motion of Mrs. Hartley, seconded by Mrs. Alvarado, and unanimously carried, the Commission denied an unpaid leave of absence through June 30, 2003 for Claudia Flores, Instructional Assistant-Special Education pursuant to Rule 60.502.4 to work at another job.

Ms. Quesada informed the Commission that CSEA was opposed to granting this request because it would set a precedence that would be hard to address in the future and felt that it was not beneficial to the District.

Mrs. Alvarado stated that the Commission had received a request of this sort as an agenda item and believed that granting the request would also open an undesirable precedence. Mrs. Alvarado stated that if the position was difficult to fill as indicated, then Ms. Flores would have no difficulty in returning to work at Bassett USD if she decided to do so.

13. RECEIVE REPORT ON HRD

The Commission received and held discussion on the February 24, 2003 Report to the Commission, Board, and Superintendent.

Ms. Quesada stated that she wanted to Commission to know that CSEA and many others were very happy with HRD operations now that there were permanent staff instead of consultants working there. Professionalism was now evident at HRD, many good things were being said about HRD, and she had heard many good things about changes that had taken place. Phone calls were returned no matter how busy things were. Ms. Quesada stated that she was aware that Dr. Lin's final probationary evaluation was due and she wanted to comment on the great job he was doing and that CSEA was very happy with his work. She stated that she also knows that certificated staff were also very happy with HRD and wished Dr. Lin the best of luck on his final probationary evaluation.

Dr. Lin stated that it had been a pleasure to work on many projects and that both he and Mr. Maher felt pretty good about the way things were going, but that there was still a long way to go and that he hoped to be able to do much more.

Ms. Quesada stated that the report talked about staffing and that it compared the current situation with the prior report. She inquired as to the feasibility of hiring additional staff given the budget situation that existed. She also noted that the report did not fully address the activities and status of all HRD activities and duties performed by other staff at HRD. She also

asked why it was not feasible to automate more of the routine clerical tasks and wondered why all staff were not improving their skills in implementing automated procedures, in particular those involving certificated services.

Dr. Lin indicated that his responsibility over staff assigned to certificated HRD activities had been disrupted for almost 4 months and that the disruption had caused many problems, including limitations on training of those employees. The emphasis in the report was on Commission issues and general HRD for classified employees. The report was not indicating that a decision had been made about additional staff, but was pointing out a problem area and some ways of addressing it. He would now be spending more time on the certificated HRD functions.

Ms. Quesada stated that CSEA knew that Dr. Lin didn't create the mess, but walked into it.

14. AMENDMENT TO PERSONNEL COMMISSION RULES

On the motion of Mrs. Hartley, seconded by Mrs. Alvarado, and unanimously carried, the Commission approved that the proposed revision to Personnel Commission Rules Chapter 3 and Chapter 4 as received be placed on the agenda for the April 1, 2003 meeting for a second reading/adoption.

15. NEXT COMMISSION MEETING:

The next regular Personnel Commission meeting will be held on April 1, 2003, at 5:00 p.m. in the District Office Board Room.

16. CLOSED SESSION:

Pursuant to Government Code 54957, the Personnel Commission recessed at 5:47 p.m. to closed session regarding the following personnel and employee performance issues:

- A. The Commission received notice of an employee terminated according to Personnel Commission Rule 60.800.1 pursuant to Board action on February 13, 2003.
- B. The Commission discussed the final probationary performance evaluation and decision on final appointment of T. R. Lin, Ph.D as Assistant Superintendent, Human Resources Development.

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The Commission returned to open session at 6:24 p.m. No action was taken during the closed session.

17. ADJOURNMENT:

On the motion of Mrs. Hartley, seconded by Mrs. Alvarado, and unanimously carried, the Commission adjourned the meeting at 6:25 p.m.