

MINUTES
BASSETT UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
APRIL 1, 2003
5:00 P.M.

1. The meeting was called to order by Chairperson Wallery at 5:01 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 the financial status report had been provided to the Commissioners as Mrs. Hartley had requested at the last meeting.

Dr. Lin also stated that the Commissioners had been provided with a copy of the status report on the goals for the current year and noted that the following were new accomplishments since the last report to the Commission:

- Chapters 1 & 2 of the Commission Rules had been posted on the internet and Chapters 3 & 4 would be posted as soon as approved by the Commission.

- There were now 5 HRD forms available on the web that were capable of being filled out on-line and then printed.
- A computerized database has now effectively replaced the use of the “whitecards” for classified personnel.
- HRD is now auditing all PA2s for classified staff to ensure assignments are in conformance with the Personnel Commission Rules. Those not in conformance are returned to the originator.
- As previously reported to the Commission, a survey on customer satisfaction has shown that HRD has made very significant improvements in providing customer service.
- HRD staff have been and continue to participate in cross-training of duties and in computer skills.

B. Personnel Commission

Mrs. Hartley inquired how the consultant in Instructional Services could be working without Commission review and approval and didn't understand how it went to the Board without first coming to the Commission.

Dr. Lin stated that at the March 4, 2003 meeting, concerns had been raised about this issue. He had informed the Superintendent about those concerns immediately. A couple of weeks later he ceased his efforts after having raised his concerns multiple times.

Robert Nero, Superintendent, stated that the position was a certificated position and wanted to get to information the Commission about the contractor's experience that far exceeded the categorical funding knowledge base of classified personnel and that classified personnel would not meet the needs of the District. The previous certificated person who was filling that position left the District in November 2002. Mr. Nero stated that he could certainly get in writing the qualifications of the individual. She had conducted research that saved the District \$400,000.00 and that she is an expert at what she does. Without her, the District would be “up the creek without a paddle.”

Mrs. Alvarado stated that her information was that the person was performing duties in a classified position and she was becoming confused over whether the contractor was doing classified duties or classified and certificated duties.

Dr. Lin stated that staff had developed a form to determine that kind of information for the Commission, but since the form had never been

returned it was difficult to make the assessment, but it seemed as though the duties being performed were those performed by classified staff.

Mrs. Alvarado responded that without that information being provided it was difficult to determine whether she would be performing duties of classified staff or certificated staff.

Mr. Nero stated that Mr. Speed wasn't sure if it was certificated, which was why the form wasn't returned. It's important to have someone who knows what they are doing because it is a critical function and it was necessary to find someone mid-year.

Irma Quesada, CSEA Chapter President, stated that if the position is a certificated position and if the person had a credential, there wouldn't be a problem. However, if she is there, where is the credential? Ms. Quesada stated that CSEA is looking very carefully at contracting out classified services and is concerned about that practice.

Illana Inouye, CSEA, stated that it is necessary to determine whether or not a position is classified or certificated, and that she understood that the contractor did not have a credential.

Mr. Nero stated that, "she as a credential."

Dr. Lin stated that all positions in the District are presumptively classified positions unless it can be established that the duties require a credential and without a proper credential, the position cannot be considered as certificated. Since no information came in, he was unable to present it.

Mrs. Wallery commented that if the District didn't provide the information, it is difficult to make a determination.

Mrs. Hartley stated that the Commission had a responsibility to protect the classified service and that it was necessary to ask if a job was being taken away from a classified person.

Mr. Nero asked if he should submit a list of persons being hired under contract. He stated that he would submit a list of consultants to the Commission.

Mrs. Wallery stated that if the District would supply the requested information in a timely manner it would be helpful for the Commission to act timely in these matters.

Dr. Lin stated that staff had developed a form to collect the necessary information and that form should be completed.

Mrs. Alvarado stated that she had attended the SCPMA dinner meeting with Anna Aguilar, Board member, because the session dealt with layoffs. Mrs. Alvarado felt that the presentation by Marc Steele, Personnel Director at Hacienda La Puente Unified School District, was very informative and interesting and that the layoff process was extremely complicated.

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 March 4, 2003, as amended.

The minutes were amended to indicate that 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.

8. APPROVAL OF AGENDA:

On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, and unanimously carried, the Commission approved the agenda for the regular meeting of April 1, 2003, as submitted.

9. REQUESTS TO SPEAK:

Ms. Quesada stated that she would wait to speak on items as they were handled by the Commission.

Mr. Nero stated that he wished to pull Item 15B from the agenda.

10. DISCUSS ARRANGEMENTS FOR CLASSIFIED EMPLOYEE BAR-B-QUE

The Commission agreed to hold the bar-b-que on May 21, 2003 and to have cheeseburgers and hotdogs served.

11. DISCUSS PRELIMINARY INFORMATION ON COMMISSION BUDGET

Mrs. Alvarado stated that she needed more information on the budget before she would be able to make any judgments.

The Commission agreed to hold a Special Meeting on April 29, 2003 at 5:00 p.m. to review preliminary budget information and then direct staff on the development of a proposed 2003-2004 budget.

The Commission agreed to hold a public hearing on its proposed 2003-2004 budget at 5:00 p.m. on May 13, 2003.

12. AMENDMENT TO PERSONNEL COMMISSION RULES

Review/discuss proposed revision to Personnel Commission Rules Chapter 3 and Chapter 4 – Second Reading/Adoption.

On the motion of Mrs. Hartley, seconded by Mrs. Alvarado, and unanimously carried, the Commission adopted the proposed revision to Personnel Commission Rules Chapter 3 and Chapter 4 as received.

13. INSTRUCTIONAL ASSISTANT - SPEECH ASSESSMENT

On the motion of Mrs. Hartley, seconded by Mrs. Alvarado, and unanimously carried, the Commission approved that the position of Instructional Assistant - Speech Assessment be considered a related class of Instructional Assistant, Special Education for the purposes of voluntary transfer pursuant to Rule 60.200.1.

On the motion of Mrs. Hartley, seconded by Mrs. Alvarado, and unanimously carried, the Commission approved that the Assistant Superintendent Human Resources Development be authorized to offer qualified applicants for the position of Instructional Assistant - Speech Assessment up to a 2-step initial placement if there is a need to recruit for the position prior to July 1, 2003.

14. ELIGIBILITY LIST:

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

15. REQUEST TO CHANGE JOB TITLES

- A. On the motion of Mrs. Hartley, seconded by Mrs. Alvarado, and 3 noes, the Commission did not approve a change in job title from Network Systems Administrator to Director of Information Technology without any change in pay range for Siran Grigorian.

Mrs. Alvarado stated that the position of Director of Information Technology did not exist and asked if this posed a problem. She stated that there was a technology person about 5-6 years ago, but wasn't sure of the title held by that person.

Mrs. Hartley asked if the CBO shouldn't be hired first before there was a decision made on changing job titles.

Ms. Quesada stated that she agreed with Mrs. Hartley and that even though the request was that there be no salary increase being requested at this time, that did not mean that one would not be requested in the near future. With budget cuts and layoffs, this did not seem to be the time to make promotions to newly created director positions. She further stated that once there was an increase in duties, the increase in pay was sure to follow.

Mr. Nero stated that Ms. Grigorian had a tremendous background and knowledge that had enabled her to obtain technology related grants. As a result, Bassett USD is one of the leaders in technology. He added that Ms. Grigorian attends many meetings attended by directors from other districts and that she performs many duties at that level. He realized that it is difficult now to increase the salary, but the title was appropriate because of the duties that she performs and her involvement with other directors.

Mrs. Hartley stated that she had asked around and had heard nothing but good things about the work of Ms. Grigorian, and that everyone said that she was both competent and knowledgeable.

Mrs. Alvarado stated that even HRD had increased their technology related activities as a result of the support and assistance that Ms. Grigorian had provided. However, the problem wasn't with the qualifications of Ms. Grigorian or even if she should be reclassified, but rather the Commission needed accurate information to make the decision. It was not a question about ability, because Ms. Grigorian deserves the position and was surprised that it hadn't been advanced

earlier. HRD had improved its technology competence, but didn't want the action challenged if it were taken at an inopportune time.

Mrs. Wallery asked why there would not be a pay increase and why it was brought to the Board rather than to the Commission initially.

Mr. Nero stated that the matter had been pulled from the Board agenda without action.

Mrs. Wallery stated that her concerns were layoff, budget concerns, and along with title changes comes more money.

Mrs. Hartley inquired if it would be necessary for Ms. Grigorian to perform all of the duties she had assumed if there was an Assistant Superintendent of Business in place.

Mrs. Wallery stated that at some point you have to decide if you want to take action to keep a highly competent person or chance losing them.

Ms. Quesada stated that there was no problem with Ms. Grigorian doing her work at a superior level, but was concerned that a pay increase for her might cause someone else to lose their job. She also wondered if any change in classification and increase in pay would be retroactive.

Mr. Nero stated that three years ago when Ms. Grigorian came to the District, the District offices had reduced personnel.

Mrs. Wallery stated that since Ms. Grigorian had been working for three years, it was necessary to determine if she had a gradual accretion of duties that required a reclassification rather than a new job title.

Mr. Nero stated that Ms. Grigorian assumed the duties when she started working, and had done many things not done by the previous incumbent, but there had never been any discussion about retroactivity in pay.

Mrs. Wallery stated that there needed to be a classification study to see how the duties and any new classification fit into the pay schedule.

Mrs. Hartley stated that if there was an upward move in the classification she wanted to see a salary change accompany it.

Mrs. Alvarado stated that the reclassification can be done in a fairly short period and the matter can be brought up again with the necessary information.

- B. It is moved that the Commission approve a change in job title from Supervisor MOT to Director MOT without any change in pay range for Joe Rivas.

No action was taken or discussion held on this item.

16. NEXT COMMISSION MEETING:

A special meeting of the Personnel Commission will be held on April 29, 2003 at 5:00 p.m. in the District Office Board Room.

The next regular Personnel Commission meeting will be held on May 6, 2003, at 5:00 p.m. in the District Office Board Room.

A public hearing on the Commissions' proposed budget will be held on May 13, 2003, at 5:00 p.m. in the District Office Board Room.

17. CLOSED SESSION:

Pursuant to Government Code 54957, the Personnel Commission recessed to closed session at 6:35 p.m. and reconvened at 8:38 p.m. regarding the following personnel and employee performance issues:

- A. Discussion of performance and Board action on Classified Employee.

There was no action taken by the Commission.

18. ADJOURNMENT:

On the motion of Mrs. Hartley, seconded by Mrs. Alvarado, and unanimously carried, the meeting was adjourned at 8:49 p.m.