

MINUTES
BASSETT UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
PERSONNEL COMMISSION OFFICE
1314 N. LE BORGNE AVE., ROOM 12
LA PUENTE, CA 91746
JANUARY 13, 2004
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. Susan Hartley, Vice-Chairperson

Mrs. Frances Alvarado, Member – Absent due to illness

3. STAFF PRESENT

Patrick Maher, Personnel Director (Provisional)

Daniel Rojas, Personnel Analyst (Substitute)

4. OTHERS PRESENT

See Guest Register

5. PRELIMINARY

A. Flag Salute

B. T. R. Lin, Ph.D., Personnel Director of Desert Sands Unified School District administered the Oath of Office to Susan Hartley as the joint-appointee to the Commission, Term of Office Expiring December 1, 2006

C. The Commission recessed from 5:05 p.m. to 5:30 p.m. for a reception for Mrs. Hartley.

6. STAFF REPORTS

A. Personnel Director

Mr. Maher informed the Commission that the recent examination for Assistant Superintendent Business Services had been completed. Feedback from the interview panel was that we had done an extraordinary job of recruiting a very well to highly outstanding slate of candidates. Mr. Nero informed him that he had interviewed all seven candidates and was going to conduct background interviews on six of them, one candidate having opted out unless he was offered the position before the reference checks were completed. Mr. Maher stated that the fact that the Superintendent was conducting background checks on all of the candidates was further evidence that there was a cadre of highly qualified candidates since no competent administrator would conduct such checks on those candidates that he identified in the interview as not being acceptable for hire.

The examination for custodian was also very successful, with 50 persons interviewed. Feedback from the site managers who interviewed a total of 16 candidates in the top 6 ranks for the 4 openings was that they had difficulty in making an appointment because so many of them were outstanding.

Mr. Maher announced that Daniel Rojas would be leaving at the end of the week to take a position with PDI, a major international human resources consulting firm. Mr. Maher explained that the fact that PDI was hiring Mr. Rojas spoke well of his abilities. He had done an exemplary job for Bassett and was a definite asset during his tenure. Mr. Maher wished him well in his future endeavors and said that he would be missed.

Mr. Maher also reported that the CSEA newsletter would contain a regular report from the Personnel Director on topical matters involving the Personnel Commission.

B. Personnel Commission

Mrs. Hartley stated that for a long time she has wanted to start regular visits to the various sites to open up more direct communication between classified staff and the Commission, and would like to start such visits soon.

Mrs. Wallery stated that she would also suggest that the Commission start site visits. She hoped that everyone had wonderful holidays and congratulated Mrs. Hartley on her re-appointment. She also said that Daniel Rojas would be missed and thanked him for all of his hard work. She also thanked Dr. Lin for coming and administering the oath of office.

7. APPROVAL OF MINUTES

- A. On the motion of Mrs. Hartley, seconded by Mrs. Wallery, and unanimously carried, the Commission approved the minutes of the meeting of December 2, 2003 as submitted.

8. APPROVAL OF AGENDA

On the motion of Mrs. Hartley, seconded by Mrs. Wallery, and unanimously carried, the Commission approved the agenda for the regular meeting of January 13, 2004 as amended.

Agenda Item # 10, Modification of Duties and Pay Range for Assistant Superintendent Business Services was removed from the agenda. The Superintendent had advised staff that a scheduling conflict prevented him from attending the meeting and that he would be updating the Commission on the status of the district budget in writing.

Agenda Item # 13, approve the revisions to the class specification for Instructional Health Assistant/Multiple Handicaps was withdrawn at the request of staff.

9. REQUESTS TO SPEAK

- A. Communications (Request to Speak Card not required)

1. Board/Superintendent – Not Present
2. CSEA

Irma Quesada, CSEA Chapter 26 President, offered her congratulations to Mrs. Hartley and thanked Dr. Lin for administering the oath. Ms. Quesada asked when the Assistant Superintendent Business Services would be appointed. Mr. Maher replied that the Superintendent had the list of eligibles and it was now his decision to

make the appointment and the matter was now out of the hands of the Commission as it has finished its work.

Ms. Quesada stated that it might be another several years without the position being filled. She indicated that the District was not in a position to be throwing away money on a recruitment that was not being filled.

She stated that there was a custodian list and there were vacancies, and wanted to know when the positions would be filled. Mr. Maher said that he was getting information second, third, and fourth hand, but apparently a decision was made to freeze some vacant custodian positions, but rather than hire from the list or keep the positions vacant, the District was continuing to fill the vacancies with substitute employees. He communicated to HRD, the Superintendent, and some of the site managers that such actions were not permissible under the Rules. The decision to keep a position vacant was a decision that rested with the Board and the Superintendent, but that they had to either keep the positions as a true vacancy or fill from the list. They could not save money by hiring substitute custodians in lieu of hiring regular employees from the list.

Ms. Quesada stated that hiring substitutes in lieu of hiring from the eligibility list was a form of contracting out. Mr. Maher stated that it was his opinion that under the Education Code and the Rules that it was not legal to continue hiring substitutes in lieu of hiring eligibles from the list who were willing and able to work. It was a very poor personnel practice to keep people hanging while a decision was made. There was not a systematic, well thought-out, process.

Ms. Quesada asked if there was a District-wide freeze. Mr. Maher responded that he could not answer. He knew that some positions were being filled. Mr. Maher only learned about the "freeze" by asking a status on some applicants and being told there was a freeze. Commission staff were not being kept apprised of what was happening, but learning about things from different sources. There was no communication about the plan to staff, and he had no idea about a master plan, who was making the decisions, no other relevant information had been shared with staff.

B. General Public

Annie Mondino inquired about how long the custodian list was valid. She was informed by Mrs. Wallery that the list was valid for one year and it could be extended. Ms. Mondino stated that there were more people on

the list than there were jobs and that some persons were concerned they would not get a job. Mr. Maher also stated that substitutes also needed to be on the list and explained how various factors can affect an individual's being hired.

She also asked about the status of various matters that had been referred to legal counsel. Mr. Maher stated that because it involved client-attorney matters he did not want to respond other than to say that the matters were being handled. He stated that every time the Commission asked for assistance in litigating against the Board, the general counsel charges the District several hundred dollars to declare a conflict of interest even when the conflict is obvious. The Commission had asked them to declare an on-going conflict, but they refused. Also, because a new Board had been elected, there was an effort to give the new Board an opportunity to resolve the matters before going forward with the litigation, avoiding large fees no matter the outcome.

10. MODIFICATION TO THE PERSONNEL COMMISSION RULES

- A. On the motion of Mrs. Hartley, seconded by Mrs. Wallery, and unanimously carried, the Commission approved the modifications to Commission Rule 50.300.2 as submitted/amended (Second Reading and Adoption).
- B. On the motion of Mrs. Hartley, seconded by Mrs. Wallery, and unanimously carried, the Commission approved the addition of Rules 50.400.1 and 50.400.2 as submitted/amended (Second Reading and Adoption).

11. ELIGIBILITY LISTS

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

- A. Assistant Superintendent Business Services # 03-005
- B. Custodian I # 03-006
- C. Instructional Assistant (Bilingual/Biliterate) # 03-009
- D. Personnel Director # 03-013

12. APPROVAL OF CONTRACT FOR COMMISSION ATTORNEY

On the motion of Mrs. Hartley, seconded by Mrs. Wallery, and unanimously carried, the Commission approved the contract for legal services by Patricia Barrett as submitted/amended.

13. EXTENSION OF CLERICAL ASSISTANT II LIST

On the motion of Mrs. Hartley, seconded by Mrs. Wallery, and unanimously carried, the Commission approved a one year extension of the eligibility list for Clerical Assistant II, Exam 02-006 to expire on January 19, 2004 and to be consolidated with the new eligibility list to be established for the position of Clerical Assistant II.

14. EXAMINATIONS

The Commission receive the following examination bulletins

- A. Instructional Assistant Computer Lab (Open and Promotional)
- B. Instructional Health Assistant/Multiple Handicaps (Promotional Only)
- C. Grounds Maintenance Worker II (Promotional Only)
- D. Pre-School Program Compliance Assistant (Open and Promotional)

15. NEXT COMMISSION MEETING

- A. The next regular Personnel Commission meeting will be held on February 3, 2004 at 5:00 p.m. in the Personnel Commission Office.
- B. The Commission scheduled a special meeting to interview the top three ranks of candidates for the position of Personnel Director for January 20 2004 at 5:00 p.m.

16. ADJOURNMENT

On the motion of Mrs. Hartley, seconded by Mrs. Wallery, and unanimously carried, the Commission adjourned the meeting at 5:58 p.m.