

MINUTES  
BASSETT UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION MEETING  
PERSONNEL COMMISSION OFFICE  
1314 N. LE BORGNE AVE., ROOM 12  
LA PUENTE, CA 91746  
FEBRUARY 3, 2004  
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. Susan Hartley, Vice-Chairperson  
Mrs. Frances Alvarado, Member

3. STAFF PRESENT

Patrick Maher, Personnel Director

4. OTHERS PRESENT

See Guest Register

5. PRELIMINARY

A. Flag Salute

6. STAFF REPORTS

A. Personnel Director

Mr. Maher reported that since the office has been relocated, staff have conducted 13 examinations and processed more than 551 applications.

Examinations for Grounds Maintenance Worker II, Secretary I, School Community Relations Assistant, Pre-school Compliance Assistant, Instructional Assistant Computer Lab (Adult Ed), and Clerical Assistant II are still in the testing phase. Interviews for Grounds Maintenance Worker II, and School Community Relations are scheduled over the

next two weeks, and written examinations have been given and scored. Most of these recruitments will have eligibility lists established before the end of the month.

He also reported that the on-going vacancies of PC staff since Dr. Lin left in October has resulted in freeing up funds that will be transferred from personnel costs to pay for the air conditioning/heater unit for dividing the current open classroom into two offices and a meeting/conference room. Although these are costs legally those of the District, it is obvious that there is no intent on behalf of the District to comply with the Education Code and the Commission is going to again expend its budgeted funds to bring the office to the level of "suitable accommodations" that the Education Code mandates.

Additional furniture will be purchased soon, including a suitable table for use by the Commissioners at their meetings that will also serve as a conference table and for conducting interviews and administering written examinations to small groups once the office has been divided into suitable accommodations.

B. Personnel Commission

Mrs. Hartley reported that she and Mr. Maher had completed their first site visit this morning at Don Julian to meet with classified staff and that even some of the teachers got involved. There were a lot of questions from paraprofessionals regarding the impact of No Child Left Behind. She felt that the visit was well received and that the next visit would be the week before the next regular meeting, with plans to make such on-going visits a regular activity.

Mrs. Wallery stated that the Superintendent had contacted her and that she would be meeting with him on Thursday. She was open to any items that the other commissioners wanted her to discuss.

7. APPROVAL OF MINUTES

- A. On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, and unanimously carried, the Commission approved the minutes of the regular meeting of January 13, 2004 as submitted and/or amended.
- B. On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, and unanimously carried, the Commission approved the minutes of the special meeting of January 20, 2004 as submitted and/or amended.

- C. On the motion of Mrs. Hartley, seconded by Mrs. Alvarado, and unanimously carried, the Commission approved the minutes of the special meeting of January 26, 2004 as submitted.

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 February 3, 2004 as submitted.

9. REQUESTS TO SPEAK

A. Communications

1. Board/Superintendent—No one was present
2. CSEA—

Lucile Escobar stated that the CSEA officers were all re-elected and that they had been installed at the installation banquet on January 31, 2004.

- B. General Public – There was no one wishing to speak.

10. REVISION TO CLASS SPECIFICATION

On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, and unanimously carried, the Commission approved the revisions to the classification specification for the position of Senior Payroll Technician as submitted.

Mrs. Hartley requested clarification as to when the bulletin for the vacant position would be posted. Mr. Maher stated that it would be opened this week.

11. ELIGIBILITY LISTS

On the motion of Mrs. Hartley, seconded by Mrs. Alvarado, and unanimously carried, the Commission approved/ratified the eligibility list for Instructional Assistant Special Education # 03-012.

12. MEETING WITH BOARD OF EDUCATION

The Commission agreed on several dates to propose to the Board for their workshop and agreed to recommend to the Board the following parameters for the workshop:

It would be a non-business/non-action workshop to exchange information and perspectives held at a site other than the Board room. Mrs. Wallery stated that she felt that she could obtain a meeting area at Wilson School at no cost that would be ideally suited.

In compliance with the Brown Act, the workshop would be open to the public to observe, but not participate.

The Board would have an hour to present in its own format its perspective of a working relationship with the Commission and any issues that the board members felt were relevant, and the Commission would have an hour to do likewise. There could be an hour then for the Commissioners and Board members to discuss matters of mutual interest.

13. EXAMINATIONS

The Commission received the following examination bulletins

- A. Clerical Assistant II (Open and Promotional)
- B. Personnel Analyst (Open and Promotional)

14. NEXT COMMISSION MEETING

The next regular Personnel Commission meeting will be held on March 2, 2004 at 5:00 p.m. in the Personnel Commission office.

15. CLOSED SESSION:

On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, and unanimously carried, the Commission recessed to closed session at 5:40 p.m. regarding personnel issues and employee performance pursuant to Government Code 54957.

- A. Performance Evaluation of Personnel Director.
- B. The Commission reconvened in open session at 6:53 p.m. and reported that there had been discussion only and no action was taken.

16. ADJOURNMENT

On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, and unanimously carried, the Commission adjourned the meeting at 6:55 p.m.