

MINUTES  
BASSETT UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION MEETING  
PERSONNEL COMMISSION OFFICE  
1314 N. LE BORGNE AVE., ROOM 12  
LA PUENTE, CA 91746  
MARCH 2, 2004  
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, 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 the Analyst position had closed, and that interviews were scheduled for March 12, and that Dr. Lin would be assisting in the interviews. He further reported that 5 candidates were highly qualified and that they were invited to the interview. He hoped to have the position filled by early April and indicated that there might be a need for a special Commission meeting in order to approve the final selection in time for the April 8 Board meeting.

Mr. Maher also reported that the position of Senior Payroll Technician will close on March 5 and that staff had given completion of this process as a high priority task. It might be necessary, however, to extend the filing period and expand the advertising as a preliminary review shows that the number of highly qualified applicants (those with an appropriate background in automated payroll) was somewhat lacking.

Mr. Maher further reported that the conference tables and chairs had been ordered a few weeks ago and that he hoped that they would arrive by this meeting, but he expected them by the April meeting.

B. Personnel Commission

Mrs. Hartley reported that the recent visit to Erwin by Mr. Maher and herself was a wonderful experience. The visits to both Erwin and Don Julian allowed for meeting with classified staff. At Erwin, one employee had a personal problem that Mr. Maher said he would follow-up on. Mrs. Hartley was impressed with both schools. The sites were well maintained, and staff were pleasant and well-groomed.

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 February 3, 2004 as submitted.
  
- B. On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, and unanimously carried, the Commission approved the minutes of the special meeting of February 11, 2004 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 2, 2004 as submitted.

9. REQUESTS TO SPEAK

A. Communications

1. Board/Superintendent

Mr. Nero introduced Jim Ballard, the newly hired Assistant Superintendent of Business Services to the Commission. He summarized Mr. Ballard's experience as a teacher, principal, with personnel, and as a business officer at several districts.

Mr. Nero also confirmed that the joint Commission-Board meeting scheduled for March 4, 2004 would be held in the Commission office.

2. CSEA

Irma Quesada, CSEA Chapter President, stated that there was a long-term relief position at Don Julian and Edgewood and asked the Personnel Director to look into the time limits on the assignments.

Ms. Quesada reported that the CSEA fund-raising trip had netted \$200.00 for scholarships and that the event was very enjoyable with many nice prizes.

B. General Public

No one requested to speak.

10. INITIAL STEP PLACEMENT REQUEST

On the motion of Mrs. Hartley, seconded by Mrs. Alvarado, and unanimously carried, the Commission approved an initial step placement to Step B effective his date of hire for Sergio Jimenez, Instructional Assistant – Special Education.

11. LOCATION OF COMMISSION OFFICE

On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, and unanimously carried, the Commission approved maintaining the office at the Flanner site and that staff make appropriate improvements to the location to make it suitable office accommodations with all associated expenses being paid from the Commission budget.

Mrs. Hartley and Mrs. Alvarado expressed their opinion that they thought that the suggestion from staff that Commission staff use a vacant office at the District and schedule regular hours to staff the office was an excellent idea and encouraged the implementation of that idea.

## 12. MODIFICATION TO THE PERSONNEL COMMISSION RULES

On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, and unanimously carried, the Commission approved

- A. The reorganization of the Commission Rules as submitted (First Reading).
- B. The addition of Rule 2.2.4D as submitted (First Reading).
- C. The amendments to Rule 60.900 (Summer Assignments) *et. seq.* as submitted (First Reading).
- D. The amendments to Rule 60.400 (Performance Evaluation) *et. seq.* as submitted (First Reading).
- E. The amendments to Rule 60.800 (Disciplinary Action and Appeal) *et. seq.* as submitted (First Reading).

Mrs. Alvarado stated that she felt that the existing Rules that were being modified should have been included for the Commissioners to review. Mr. Maher concurred and apologized for the omission.

## 13. ELIGIBILITY LISTS

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

- A. Grounds Maintenance Worker II Exam # 04-001.
- B. Secretary I, Exam # 03-011.
- C. School Community Relations Assistant Exam #03-010.

## 14. EXAMINATIONS

The Commission received the following examination bulletins

- A. Instructional Health Assistant/Multiple Handicaps (Open and Promotional—Reopened due to insufficient applicants on prior recruitment)
- B. Instructional Assistant – Special Education (Open and Promotional)
- C. Senior Payroll Technician (Open and Promotional)

15. NEXT COMMISSION MEETING

The next regular Personnel Commission meeting will be held on April 6, 2004 at 5:00 p.m. in the Personnel Commission office.

16. ADJOURNMENT

On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, and unanimously carried, the Commission adjourned the meeting at 5:43 p.m.