

MINUTES
BASSETT UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
PERSONNEL COMMISSION OFFICE
1314 N. LE BORGNE AVE., ROOM 12
LA PUENTE, CA 91746
APRIL 6, 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 air conditioning had been installed and that the contract for the office walls was on the agenda for the April 8 BOE meeting. He hoped to have the office complete reconfigured and fully operational by the early part of June. He reported that several activities had to be coordinated with vendors and the district, including the installation of additional electrical outlets, data ports, and telephone jacks. As usual, excellent support and assistance had been provided by MOT and technology staff.

The examination for Senior Payroll Technician had been completed. There were some minor problems with the use of the American Payroll on-line testing in that District computers did not have a program required for the candidates to answer some of the questions. This was not discovered until testing was started, and a work-around was devised. Other than this one minor problem, the testing went well and a decision had been made to retain a current employee in that position.

The BOE had for its consideration the elimination of the Director of Accounting and creating a Director of Fiscal Services. Normally the District would take that action, and then the Commission would classify the position and recommend the pay range. The BOE would then act on the matter. Due to time constraints, Mr. Maher had been working with the Assistant Superintendent Business Services to ensure that the final result was legal and that the recommended salary range before the BOE was the one he would recommend to the Commission.

Mr. Maher reported that the current Director of Accounting had submitted a request for reclassification to Director of Fiscal Services due to a gradual accretion of duties over time and that he would investigate that request and provide the Commission with a recommendation at the appropriate time.

Mr. Maher reported that all processing for the analyst had been completed and that the matter was on the Board agenda for Thursday. She was scheduled to start work on April 19, and there was going to be plenty to keep her busy as soon as she started.

He also reported that the Commission would be going to an electronic application form provided and maintained by LACOE. The tentative start date was July 1. Two computer kiosks would be in the PC office for applicants who did not have access to a computer to use dedicated applicant computers to complete the application, and that he would be conferring with the Assistant Superintendent Human Resources Development regarding placing a kiosk in the HRD office for the same purpose. Paper applications would still be accepted, but applicants would be strongly encouraged to use the electronic application. The electronic application could be used for certificated staff if desired at little or no additional cost.

As part of the original commitment to making the application process "paperless," a computer server had been ordered and a scanner already purchased. The long-term goal was to have the entire examination files stored on computer, including all applications, test

results, testing material, etc. and eliminate all paper files as a final storage medium.

He reported that staff are also arranging to meet with CSEA representatives to ensure mutual understanding of the bumping rights and procedures, and to come to an agreement on the procedure to be used when it becomes necessary to effect layoffs as a result of BOE budgetary actions. Finally, staff will meet with HRD to ensure role-clarification on layoff procedures.

B. Personnel Commission

Mrs. Hartley inquired if it was possible for a site visit to be scheduled prior to the next meeting. Mr. Maher stated that one would be scheduled.

7. APPROVAL OF MINUTES

- A. On the motion of Mrs. Hartley, seconded by Mrs. Alvarado, and unanimously carried, the Commission approved the minutes of the regular meeting of March 2, 2004 as submitted.
- B. On the motion of Mrs. Hartley, seconded by Mrs. Alvarado, and unanimously carried, the Commission approved the minutes of the special meeting of March 30, 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 April 6, 2004 as submitted.

9. REQUESTS TO SPEAK

A. Communications (Request to Speak Card not required)

1. Board/Superintendent

Mr. Nero reported on his recent attendance at a meeting at which Bishop Tutu spoke. He also stated that he wanted to share with the Commission the difficulties in cutting the budget and trying to save jobs. He met with some of the staff that were facing layoffs and he

believed that they all understood the difficulties facing the District. Mr. Nero also discussed some of the efforts being made to obtain passage of the G.O. Bond in November, including parents so far supporting the measure and that there would be a need for volunteers to staff phone banks and obtain community support.

2. CSEA

Irma Quesada, CSEA Chapter President, stated that she had heard the end of the remarks by the Superintendent. She was not sure that given the cuts in staff that this was the time for the Board to consider reclassifying the Director of Accounting position that was on the agenda of the upcoming Board meeting.

B. General Public

There was no one indicating a desire to speak.

10. SCHEDULE PUBLIC HEARING ON COMMISSION BUDGET

On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, and unanimously carried, the Commission approved holding its public hearing on the 2004-2005 Commission budget during the regular meeting of May 4, 2004 and that the meeting and hearing be held at the District Boardroom.

Mr. Maher reported that he was working with the Assistant Superintendent Business Services to attempt to impound or otherwise reduce and return expenditures to the District that amounted to approximately 10% which represented the amount that the District was currently facing in general fund expenditures. He felt that there was a good likelihood that such a reduction was possible, but would not be sure until he had an opportunity to meet with Mr. Ballard and review total costs for the Commission. Such a reduction, however, would require that Commissioners agree to some more stringent operating costs and Mr. Maher would report on those at the time that the Commission considered the budget.

11. APPROVAL OF EXPENDITURES FOR STAFF TO ATTEND TRAINING

On the motion of Mrs. Hartley, seconded by Mrs. Alvarado, and unanimously carried, the Commission approved/ratified for attendance at conferences, actual and necessary expenditures in the amount of \$120.00 incurred by such attendance to be paid by the Commission, as attached, and in accordance with Education Code Section 45255.

12. MODIFICATION TO THE PERSONNEL COMMISSION RULES

- A. On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, and unanimously carried, the Commission approved the reorganization of the Commission Rules as submitted (Second Reading and Adoption).
- B. On the motion of Mrs. Hartley, seconded by Mrs. Alvarado, and unanimously carried, the Commission approved the addition of Rule 2.2.4D as submitted (Second Reading and Adoption).
- C. On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, and unanimously carried, the Commission approved the amendments to Rule 60.900 (Summer Assignments) *et. seq.* as submitted (Second Reading and Adoption).
- D. On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, and unanimously carried, the Commission approved the amendments to Rule 60.400 (Performance Evaluation) *et. seq.* as submitted (Second Reading and Adoption).
- E. On the motion of Mrs. Hartley, seconded by Mrs. Alvarado, and unanimously carried, the Commission approved the amendments to Rule 60.800 (Disciplinary Action and Appeal) *et. seq.* as submitted (Second Reading and Adoption).

13. CLASSIFIED EMPLOYEE BBQ

After a general discussion, the Commission came to consensus on having the same menu for the Classified Employee BBQ as it had last year: Hamburgers, hot dogs, beans, salad, chips, desert, and drinks.

14. ELIGIBILITY LISTS

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

- A. Instructional Health Assistant/Multiple Handicaps, Exam # 04-002
- B. Pre-School Program Compliance Assistant, Exam # 04-004.
- C. Senior Payroll Technician, Exam # 04-007.

15. NEXT COMMISSION MEETING

The next regular Personnel Commission meeting will be held on May 4, 2004 at 5:00 p.m. in the District boardroom.

Mr. Maher stated that there would be a need for a special meeting to act on the classification specification and salary range for the position of Director of Fiscal Services if the creation of the position was approved by the BOE. The Commission tentatively agreed to a special meeting to be held on April 21, 2004 at 5:00 pm.

16. ADJOURNMENT

On the motion of Mrs. Hartley, seconded by Mrs. Alvarado, and unanimously carried, the Commission adjourned the meeting at 5:53 p.m.