

MINUTES
BASSETT UNIFIED SCHOOL DISTRICT
SPECIAL PERSONNEL COMMISSION MEETING
PERSONNEL COMMISSION OFFICE
1314 N. LE BORGNE AVE, ROOM 12
LA PUENTE, CA 91746
APRIL 21, 2004
5:00 P.M.

1. The meeting was called to order by Chairperson Wallery at 5:05 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
Kristin Olson, Personnel Analyst

4. OTHERS PRESENT

See Guest Register

5. PRELIMINARY

A. Flag Salute

6. APPROVAL OF AGENDA

On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, and unanimously carried, the Commission approved the agenda for the special meeting of April 21, 2004 as submitted.

7. REQUESTS TO SPEAK

There were no requests to speak.

8. ESTABLISHMENT OF NEW CLASSIFICATION

- A. On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, and unanimously carried, the Commission approved the classification specification for Director of Fiscal Services as submitted.
- B. On the motion of Mrs. Hartley, seconded by Mrs. Alvarado, and unanimously carried, the Commission recommended that the classification of Director of Fiscal Services be placed at classified management salary range 138 (\$6664-\$8100/mo).

9. DELETION OF EXISTING CLASSIFICATION

On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, and unanimously carried, the Commission eliminated the classification of Director of Accounting effective May 28, 2004.

10. APPROVAL OF EXPENDITURES FOR STAFF TO ATTEND TRAINING

On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, and unanimously carried, the Commission approved/ratified attendance at conferences, actual and necessary expenditures in the amount of \$628.54 incurred by such attendance to be paid by the Commission, as attached, and in accordance with Education Code Section 45255.

11. NEXT COMMISSION MEETING

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

There was general discussion concerning budgeting procedure for the Commission.

12. ADJOURNMENT

On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, and unanimously carried, the Commission adjourned the meeting at 5:16 p.m.