

MINUTES  
BASSETT UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION MEETING  
DISTRICT BOARD ROOM  
MAY 4, 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

Flag Salute

6. STAFF REPORTS

A. Personnel Director

Mr. Maher reported that work on the office was progressing and that the new conference/meeting room tables were due in May 21. He had met with CSEA concerning classified layoffs on Monday, May 3, 2004.

B. Personnel Commission

Mrs. Hartley reported that she and Mr. Maher had visited Van Wig, found the classified office staff to be very friendly and open, that they had received a warm welcome. Instructional Assistants and some office staff

had concerns regarding impact of layoffs and available information was provided. Staff seemed pleased about the visit.

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 April 6, 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 April 21, 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 May 4, 2004 as submitted.

9. REQUESTS TO SPEAK

A. Communications (Request to Speak Card not required)

1. Board/Superintendent

Mr. Nero stated that he knew that the Commission had not yet voted on its proposed budget, but was aware of consideration being given to returning some of its funds to the District. If that did happen, he wanted to be sure that those funds went to supporting classified staff facing reduction or layoff. Every little bit that the District could find in additional funds helped reduce the impact on personnel reductions and layoffs. The District was looking wherever it could to reduce expenditures and anything the Commission could do to help would be appreciated.

Mr. Nero hoped that the Commission could support or provide assistance in getting the GO bond passed. July would be "hot and heavy" in the effort. So far, he has found a lot of support in the community. If the bond passed, major additional cuts would not be necessary.

Mrs. Hartley inquired as to how much the bond was expected to cost property owners. Mr. Nero responded that he wasn't sure but believed that it would be around \$30 annually. He said he wasn't sure if that was per \$100,000 of assessed value or not, and that he would obtain that information and let the commissioners know.

2. CSEA

Illana Inouye, 2<sup>nd</sup> Vice-President of CSEA, Chapter 26, said that the morale of classified staff was low. She thanked the Commission for the up-coming BBQ, believing that it would be a positive thing for classified staff. Ms. Inouye said that she had heard that the Commission had paid \$2400 for the lunch bags for staff and wondered why that kind of money was being spent when people were losing their jobs. If the District was in such dire financial straights, she thought that the money could be better spent elsewhere.

Mrs. Alvarado commented that she hadn't known that the Commission had purchased lunch bags for that amount.

Mr. Maher stated that HRD had actually purchased the lunch bags and he was unaware of that fact until he was asked if the Commission could help pay for the costs associated with classified staff. He said that he projected surplus funds by year-end, and those funds would be returned to the District. Whether the District spends those funds now or when they are returned wasn't a concern and if it helped out to expend them now, he felt that it was helpful to a harmonious working relationship. He again emphasized that the Commission staff had no involvement in or even knowledge of the decision to expend funds in this manner until he was asked if he could expend funds out of the Commission budget and he agreed to do so.

B. General Public

There was no one requesting to speak.

10. PUBLIC HEARING ON COMMISSION BUDGET

- A. On the motion of Mrs. Hartley, seconded by Mrs. Alvarado, and unanimously carried the Commission opened the public hearing on the 2004-2005 Commission budget.

Mr. Maher summarized the projected budget expenditures and explained that he was trying to set aside \$20,000 to be returned to the District. He

also said that projected expenditures were preliminary and that once the books had closed for 2003-2004 and he knew more accurately what the expenses were, he wanted to bring the budget back to the Commission in August to reexamine the projected expenditures and to assess the extent to which the Commission could return a larger amount, but that for the time being he had committed \$20,000, but depending on whether the projected salary and benefit increases came out of the current budget or next year's budget, that might affect the ability to meet that commitment.

Ms. Inouye stated that she would like any savings to be used to support classified staff.

- B. On the motion of Mrs. Hartley, seconded by Mrs. Alvarado, and unanimously carried, the Commission closed the public hearing on the 2004-2005 Commission budget.

#### 11. APPROVAL OF PERSONNEL COMMISSION BUDGET

On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, and unanimously carried, the Commission approved the proposed Personnel Commission budget for 2004-2005 as submitted.

#### 12. REPORT ON DIRECTOR'S NON-SUBSTANTIVE CHANGES TO THE PERSONNEL COMMISSION RULES

The Personnel Director reported to the Commission on non-substantive changes to the Personnel Commission Rules as provided for in Rule 2.2.7D [2.2.4D]:

- A. Rule 2.2.4D was renumbered as Rule 2.2.7D.
- B. Chapter 4 (Application and Examination) was designated Chapter 6 and sections were renumbered accordingly.

#### 13. MODIFICATION OF CLASSIFICATION SPECIFICATION

On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, and unanimously carried, the Commission approved the modifications to the classification specification for Buyer as submitted.

14. ELIGIBILITY LISTS

- A. On the motion of Mrs. Hartley, seconded by Mrs. Alvarado, and unanimously carried the Commission approved/ratified the eligibility list for Clerical Assistant II, Exam # 04-005.
- B. On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, and unanimously carried, the Commission approved/ratified the eligibility list for Instructional Assistant – Special Education, Exam # 04-008.

15. EXAMINATIONS

The Commission received the following examination bulletin:

Director of Fiscal Services

16. NEXT COMMISSION MEETING

The next regular Personnel Commission meeting will be held on June 1, 2004 at 5:00 p.m. in the Personnel Commission office.

A special meeting to act on the request for reclassification by Dominic Adamo was tentatively scheduled for May 19, May 20, or May 25, pending final scheduling by staff.

17. ADJOURNMENT

On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, and unanimously carried, the Commission adjourned the meeting at 5:50 p.m.