

MINUTES  
BASSETT UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION MEETING  
PERSONNEL COMMISSION OFFICE – ROOM 12 – FLANNER  
JANUARY 6, 2005  
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  
Kristin Olson, Personnel Analyst

4. OTHERS PRESENT

See Guest Register

5. PRELIMINARY

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6. STAFF REPORTS

A. Personnel Director

Mr. Maher reported that Kristin Olson, Personnel Analyst, had completed her thesis for her Master's degree and that it was nominated as "best thesis."

He announced that the first dinner meeting of the year for the Commissioner's Association was at 6:30 p.m. on January 12, 2005, and reservations for all except Mrs. Wallery had been confirmed. He inquired if she had been able to clear her schedule to attend. He requested that the Commissioners wanting to carpool should let Ms. Olson know by Tuesday A.M. so that arrangements could be made.

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The intern, Marina Mihalevsky, had started work on developing the structured interview process for Food Services Worker I. We anticipate the completion of the project by the end of the month.

Mr. Maher reported that the new Assistant Superintendent, Human Resources had officially started work on January 3, 2005. He was working with her to make a smooth transition in transferring all collateral duties involving HRD back to that office.

Mr. Maher also reported that there had been some issues concerning whether or not necessary information on Commission activities, was being transmitted. To remedy this, staff was now sending the complete agenda package by email to each of the CSEA E-board members, to the CSEA field representative, and to each of the members of the Superintendent's Cabinet. In addition, the Assistant Superintendent, Human Resources was to be delivered a hard-copy of the agenda package. The past practice of emailing the agenda to all employees and of providing hard copies of the agenda package to the Superintendent, each of the Board members, to the CSEA President, First Vice-President, and the CSEA field representative was continuing. In addition, those individuals who request a hard copy of the agenda package be emailed to them would receive that information. This represents a very significant increase in the information that was being distributed since his arrival in May 2002. At that time, the Board members only got a copy of the agenda and the minutes from the previous meeting(s), and there was no emailing of any of the agenda to anyone.

Mr. Maher advised the Commissioners that the Superintendent had conveyed to him his regrets over not being able to attend the meeting, but wanted to thank the Commissioners for all of their hard work and dedication. He has enjoyed working with the Commission and looks forward to a continued great working relationship in 2005.

Mr. Maher wished everyone a happy new year and said that he was looking forward to new opportunities and great things, especially given the tremendous progress made on many fronts since the start of the new school year.

B. Personnel Commission

Mrs. Alvarado requested clarification on who specifically would receive the agenda and wished everyone a happy new year.

Mr. Maher indicated that the Personnel Commission agenda would be sent out via mass email to all individuals in Bassett with an email address.

The agenda package would be sent to cabinet members and Board members. Confidential materials associated with the agenda would only be provided to Personnel Commissioners. The Personnel Commission staff is in the process of putting an official agenda online so that interested parties would be able to access this information via the Internet.

Mrs. Hartley wished everyone a happy new year and looked forward to a positive relationship with the Superintendent.

Mrs. Wallery wished everyone a happy new year and looked forward to a productive and prosperous year.

7. APPROVAL OF AGENDA

On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission approved the agenda for the regular meeting of January 6, 2005 as submitted.

8. APPROVAL OF MINUTES

On the motion of Mrs. Hartley, and seconded by Mrs. Alvarado, and unanimously carried, the Commission approved the minutes for the regular meeting of December 14, 2004 as submitted.

9. REQUESTS TO SPEAK

There were no requests to speak.

10. APPROVAL OF EXPENDITURES TO ATTEND TRAINING

On the motion of Mrs. Hartley, and seconded by Mrs. Alvarado, and unanimously carried, the Commission approved attendance at conferences, actual and necessary expenditures in the amount of \$1761.00 incurred by such attendance to be paid by the Commission unless otherwise specified, as attached, and in accordance with Education Code Section 45255.

11. NEXT COMMISSION MEETING

The next regular Personnel Commission meeting will be held on February 1, 2005 at 5:00 p.m. in the Personnel Commission office.

12. CLOSED SESSION

The Commission adjourned to closed session at 5:17 p.m. pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: Personnel Director

The Commission reconvened into open session at 6:13 p.m. and reported on the following action taken in closed session:

The Commission had decided to permanently appoint the Personnel Director. Mrs. Wallery added that she thought that Mr. Maher had done an outstanding job.

13. ADJOURNMENT

On the motion of Mrs. Hartley and seconded by Mrs. Alvarado, the Commission unanimously adjourned the meeting at 6:14 p.m.