

MINUTES
BASSETT UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
PERSONNEL COMMISSION OFFICE – ROOM 12 – FLANNER
MARCH 1, 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

Flag Salute

6. STAFF REPORTS

A. Personnel Director

Mr. Maher reported that Ms. Olson and he had recently completed the newly required training on sexual harassment for district administrators and supervisors.

He also reported that headway was being made on incumbent paraprofessionals meeting the No Child Left Behind Act requirements by January 2006. Initial screening to determine who was already or would be qualified by the deadline, who would not require qualification, and who would have to take the test had been conducted. An informational meeting was scheduled with incumbents on March 16, and initial testing would

commence this month. A training guide for the test was also made available upon request of those paraprofessionals who were taking the test.

The change over of the annual report from a school year to a calendar year had been completed and the Commission would receive a draft report at the next meeting. He indicated that he would like to include a brief description about each Commissioner as part of the report and indicated he would be contacting each one soon for that information.

Mr. Maher also reported that a group of personnel directors had been meeting regularly at LACOE and had been working on some draft legislation for Education Code sections on the merit system. Most of the changes were technical in nature clarifying or simplifying some of the requirements of the Commission.

B. Personnel Commission

Mrs. Hartley mentioned the Commissioners' conference recently held and indicated that a drop in attendance was noted, which was attributed to continuing budget constraints.

Mrs. Wallery also indicated that she had attended the Commissioners' conference and felt that the topics were quite educational, especially the topic on legal updates.

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 March 1, 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 February 1, 2005 as submitted.

9. REQUESTS TO SPEAK

A. Communications (Request to Speak Card not required)

1. CSEA

Mrs. Irma Quesada, CSEA President, wished to thank Mr. Maher for continuously and diligently working on the compliance issues for paraprofessionals in regard to the No Child Left Behind Act.

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 \$500.00 incurred by such attendance to be paid by the Commission unless otherwise specified, as attached, and in accordance with Education Code Section 45255.

11. AMENDMENT TO THE PERSONNEL COMMISSION RULES

On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission approved the revision to Commission Rule 2.4.6 as submitted (Second Reading and Adoption).

12. CLASSIFICATION/SALARY MODIFICATIONS

A. On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission approved the revisions to the classification specification for Security Supervisor as submitted.

B. On the motion of Mrs. Hartley, and seconded by Mrs. Alvarado, on a 2-1 vote, with Mrs. Wallery voting no, the Commission recommend to the governing board that the pay range for Security Supervisor be changed from Range 100 (\$3179-\$3864) to Range 117 (\$4395-\$5338) of the management salary schedule.

Mrs. Quesada addressed CSEA's opposition to any salary range increases as a result of CSEA going into negotiation presently. Mrs. Quesada expressed a desired to ask the Superintendent about this issue, which she was unable to do since this individual was offsite at a conference and not present at this Commission meeting.

Mrs. Hartley requested that Mr. Maher address CSEA's concern with the salary range increase.

Mr. Maher indicated that, as this position is currently vacant, the District is in the position of needing to recruit qualified applicants. He clarified that the Personnel Commission only recommends a salary range to the Board, for the Board approval. He also clarified that the salary range recommendation was derived from the research collected from a salary survey, surveying similar positions in similar and surrounding districts.

Mr. Maher also indicated that during the last recruitment for this position, due to the low salary range potential candidates were self-selecting out of the application process. Further, the individual that last occupied this position left for a similar job, with a higher salary range.

13. REPORT OF COMMISSION ACTION

On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission approved the closed session report on the matter of the Commissioners' decisions regarding the appeal of public employee, Dominic Adamo, on February 1, 2005, pursuant to Government Code Section 54957, as submitted.

14. INITIAL STEP REQUEST

On the motion of Mrs. Hartley, and seconded by Mrs. Alvarado, on a 2-1 vote, with Mrs. Wallery voting no, the Commission approved that Glenda Ung, Director of Fiscal Services, be given an initial step placement from Step A (\$6879.97/mo) to Step C (\$7444.82/mo) effective February 18, 2005.

Mr. Maher clarified that this individual was initially hired as a substitute and is pending approval as a probationary employee, to be acted on at the next Board meeting.

Mrs. Quesada indicated that CSEA is not in favor of an increase in salary range, as CSEA will be presently entering into negotiations.

Mrs. Hartley also indicated that it states on our application that salaries are negotiable, thus the wording on the application may warrant changing.

Mrs. Alvarado indicated that fairness dictates that we allow salary negotiations since that is what is currently stated on the application.

Mrs. Quesada also indicated that CSEA is not opposed to salary step increases, the opposition lay in the fact that negotiations are pending, and that whatever the Commissioners decide, CSEA will respect their decision.

15. ELIGIBILITY LISTS

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

Instructional Assistant – Special Education Exam 05-001

16. EXAMINATIONS

The Commission received the following examination bulletins:

Instructional Assistant – Special Education Exam 05-002

17. NEXT COMMISSION MEETING

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

18. ADJOURNMENT

Mrs. Hartley clarified that Classified Employee Day will be discussed and acted upon at the next Personnel Commission meeting.

Mr. Maher affirmed this.

On the motion of Mrs. Hartley, and seconded by Mrs. Alvarado, and unanimously carried, the Commission adjourned the meeting at 5:35 p.m.