

MINUTES  
BASSETT UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION MEETING  
PERSONNEL COMMISSION OFFICE – ROOM 12 – FLANNER  
APRIL 7, 2005  
5:00 P.M.

1. The meeting was called to order by Chairperson Wallery at 5:00 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 the former Director, Dr. Lin, had been nominated for a prestigious recognition award known as the Beemis award. This award is given by the International Personnel Management Association Assessment Council (IPMAAC) in a competitive award process from among several nominees made by various organizations specializing in public sector merit systems in school districts, county, city, and state governments from throughout the United States. The nominee must have been recognized by these local organizations as someone who has demonstrated 1) a commitment to the principles of merit and fitness, 2)

has made practical contributions to the field of human resource and merit, and 3) has provided personal assistance to fellow practitioners.

Mr. Maher reported that the testing of incumbent paraprofessionals to meet the No Child Left Behind Act had commenced and that several persons have taken the test. We don't yet have all of the results and don't know the outcome or trends of certification. He commended Kristin Olson for the outstanding job that she had done in initiating the entire program.

He reported that the Board had tabled action to implement the step increase previously recommended by the Commission, but that it was coming back before the Board at the April 28, 2005 meeting for additional action.

Mr. Maher also reported that each of the Commissioners had received a questionnaire sent to them by Kris Koga, the newly appointed personnel director at Torrance USD. The questionnaire was part of her dissertation for a doctorate and he encouraged each of the Commissioners to complete the questionnaire as soon as possible and mail to Ms. Koga.

#### 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 April 7, 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 March 1, 2005 as submitted.

#### 9. REQUESTS TO SPEAK

- A. Communications (Request to Speak Card not required)
1. Board/Superintendent

Mr. Watanabe reported that the School Board would be going to the National School Board Convention. He also provided an update on

MINUTES  
PERSONNEL COMMISSION  
APRIL 7, 2005  
PAGE 3

the bond, with 12.5 million in the bank. From that 12.5, 10 million was used to pay the COPS loan. Also, 2.5 million dollars are left for school site projects and improvements: 1) new asphalt will be laid down, 2) new fencing, 3) all elementary schools will be getting state-of-the-art, energy-efficient lighting, and 4) new heating and cooling units.

Also a new project will commence at Torch as soon as the next bond is sold: a state-of-the-art multipurpose room that serves as a gym/cafeteria/theater. It is anticipated that building this facility will take a minimum of 1.5 years to finish.

Candidates were interviewed recently for the bond oversight committee, to ensure that the bond money is spent efficiently and within the budget limits; Laura Santos is one of the members on the committee. The first meeting for this committee is set for the end of the month.

One of the goals of the district is ensuring a safe learning environment, and the supervisory job for security will be on the next Board agenda.

The District is now facing declining enrollment, which equates to less funding from the State, since funding is based on enrollment numbers. With this in mind, any money that the Personnel Commission is able to give back to the District is greatly appreciated.

Mr. Maher reported that last year the Personnel Commission gave 50,000 dollars back to the District and this year 10,000 dollars is being set aside to give back to the District.

On the matter of budgeting, Mrs. Hartley requested to know what was being done to address the District goal of a clean school environment, for example Torch appears that it is requiring some improvements.

Mr. Watanabe indicated that as a result of all the budgeting problems recently, one custodial position was cut at each school site and the District had to cut four grounds and maintenance workers overall. The result of this action has led to a disproportionate amount of work for current staffing levels, whereas the workload that needs addressing is too great for the current level of staff to handle.

This actually brings up another issue, where the state governor wants all schools to pay for teacher retirement rather than the state which would correlate into 8% of our District budget leading to further budget issues and problems.

A solution is allowing a soccer organization access to the Torch athletic fields. Per this agreement, this organization will assume the costs of repainting the entire Torch site in time for the start of school next fall.

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 \$1487.30 incurred by such attendance to be paid by the Commission unless otherwise specified, as attached, and in accordance with Education Code Section 45255.

11. CLASSIFICATION/RECLASSIFICATIONS

A. On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission changed the classification title of Joseph Sapienza from Warehouse Operator to Warehouse Delivery Worker without benefit of examination and without affecting pay range effective April 10, 2002.

Mrs. Hartley requested further information on this issue.

Mr. Maher explained that what happened was when the reclassification was done the process was not complete in that a classification existed but not a position thus this is part of streamlining and cleaning up the past issues and problems impacting classifications within this District.

B. On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission eliminated the classification of Delivery Driver/Stock Clerk.

12. CLASSIFIED EMPLOYEE B-B-Q

The Commission decided that the menu for the Classified Employee BBQ would consist of: beans, rice, tortillas, and carne asada. The dessert (two cakes) for this B-B-Q will be provided by Mrs. Alvarado. In deciding on this menu, maintaining a reasonable budget was factored in. The Commissioners wanted it carefully noted that the Campus Aides were invited and encouraged to attend.

13. ANNUAL REPORT

On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission approved the 2004 Annual Report of the Commission and that it be forwarded to the Board of Education as submitted.

14. SCHEDULE PUBLIC HEARING

On the motion of Mrs. Hartley, and seconded by Mrs. Alvarado, and unanimously carried, the Commission approved that the public hearing on the Commission's budget for 2005-2006 be held at 5:00 p.m. on May 3, 2005 at the Commission Office, Room 12, Flanner.

15. APPROVAL OF AGREEMENT

On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission approved the agreement with GovernmentJobs.com, Inc., a California corporation (d/b/a "NEOGOV") to provide online application, testing, and candidate tracking services for classified positions effective July 1, 2005 for a three (3) year period for a total cost of \$20,559.50 as submitted/amended.

Mrs. Alvarado requested to know if this monetary amount covered the entire three-year period.

Mrs. Hartley requested to know if we would be using this year's budget or next year's for this payment.

Mr. Maher explained that by paying for three years right now, we would be able to take advantage of a 7% discount. Mr. Maher explained that how the payment will be divided is uncertain at this time; closer examination of the

budget is warranted for this decision. He also explained that currently we are paying LACOE over 1000.00 dollars per year for use of their online application and that we are paying over 1000.00 per year for SIGMA, an applicant tracking system. By using NEOGOV, these costs will be eliminated. Also, with this new system we will be incorporating all these separate systems into one, thus streamlining our entire operation and increasing our efficiency. Further, we can, in the future eliminate all printing cost associated with testing as this system allows for computerized testing, and immediate scoring, and analysis. One advantage that we will have with this system is tailoring application and setting up computerized pre-screening criteria to weed out applicants that do not qualify for the job – something that we have to do by hand currently.

#### 16. ELIGIBILITY LISTS

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

Instructional Assistant – Special Education Exam 05-002

#### 17. EXAMINATIONS

The Commission received the following examination bulletins:

Food Service Assistant II #05-004  
Instructional Assistant Special Education 05-003  
Instructional Materials Specialist 05-005  
Language Assessment Assistant 05-006

#### 18. NEXT COMMISSION MEETING

The next regular Personnel Commission meeting will be held on May 3, 2005 at 5:00 p.m. in the Personnel Commission Office.

#### 19. ADJOURNMENT

On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission adjourned the meeting at 5:45 p.m.