

MINUTES  
BASSETT UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION MEETING  
PERSONNEL COMMISSION OFFICE – ROOM 12 – FLANNER  
MAY 3, 2005  
5:00 P.M.

1. The meeting was called to order by Chairperson Wallery at 5:06 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 had been nominated to serve on the board of directors for CODESP and that elections were currently underway.

Marianne Tonjes, Executive Director of CODESP had offered to conduct a free workshop for paraprofessionals on test taking strategies. This workshop would not be on the test itself, but rather on how to take a written test. It might also be applicable to any test and she would see what could be done to open it to as many classified employees as possible.

So far ten paraprofessionals had completed the certification examination and three had passed it in its entirety, making them fully compliant with this part of the NCLB requirement. Most of the others had passed parts of the test and were close in passing those parts that were not passed previously. Those passing the entire test would receive a certificate signed by the chair and the director, with a copy being placed in their personnel file.

Overall, Mr. Maher reported that the working relationship with the district administration, especially the Superintendent Robert Watanabe and Cyndy Byrd, Assistant Superintendent Human Resources was very good and that many problems and issues were being resolved as they arose and in a cooperative fashion.

The Board had approved the NEOGO contract he had talked to Ms. Byrd about seeing if that program could also work for certificated staff. They were going to explore the possibility of expanding the services to cover certificated in order to avoid having to have two independent contracts and thereby reduce total costs to the district.

The Commission had just purchased a Scantron scanner so that staff could do its own scoring of tests as soon as they were administered. The only thing remaining was for Information Technology staff to set-up the scanner for use, which should happen this week.

#### B. Personnel Commission

Mrs. Hartley wanted to know why the school grounds and school sites were not more adequately maintained. She wanted to know if the current level of workload assigned to the custodial and maintenance staff was too great for the present number of staff to handle. She requested to know when an equitable level of staff would be used to address the maintenance needs of the school grounds and sites and where this need was placed on the list of District priorities. Mrs. Hartley also emphasized that this is a pressing need, as it takes more money to rebuild and redevelop deteriorated school grounds and sites, rather than maintain the school grounds and sites. She also indicated that as "improve District image" was one of the major District goals developed at the district-wide goal setting conference, it was prudent to address this current need.

Mr. Watanabe, Superintendent, answered that District money will be used to address the District goals. He also indicated that the District is committed to improving the image of the District, however due to the financial difficulties currently facing this District, all goals have to be

evaluated according to immediacy of need. As soon as money is available to address the image of school grounds and sites, money will be directed toward this goal. A number of factors need to be weighed with this goal, such as the declining enrollment, and Proposition 98, both of which will negatively affect the District finances. Thus District money needs to be utilized and spent in a calculated manner. The District would like to address all goals immediately and is committed to addressing all goals, however as finances are strained, this is not feasible nor financially responsible, therefore the District goals will have to be prioritized and addressed according to need.

The District is working to improve the image of the District and exploring less traditional avenues to address this need, due to strained finances. For example, a community group would like to use the Torch fields for their soccer games. Knowing this, the District negotiated use of the soccer fields with the agreement by this group to repaint all of Torch by the beginning of the next school 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 May 3, 2005 as amended.

Agenda item #15 was changed from Family Development Assistant #05-008 to read Family Development Specialist #05-008.

#### 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 April 7, 2005 as submitted.

#### 9. REQUESTS TO SPEAK

##### A. Communications (Request to Speak Card not required)

##### 1. Board/Superintendent

Mr. Watanabe reported that the entire District successfully held a rally to protest Proposition 98. Another rally will be held May 25, 2005, in downtown Los Angeles. He also provided a bond money update, indicating that the following new improvements will be

addressed this summer for the different school sites: asphalt, lighting, painting, air conditioning, and heating. Also Torch will be getting a new multi-purpose room to be finished in 2007. An over-site committee is monitoring the use of the bond money and the first meeting for this committee was the previous week. Meetings will be held quarterly to oversee all the bond related projects.

Mr. Watanabe also provided an update on the status of audits that had occurred recently within the District: (1) Child Development is currently undergoing a federal audit and it looks to be progressing well, and (2) each of the school sites had to be audited for compliance with the William's case requirements, and, in general, all the schools had done well.

The issue with the Charter school is still pending, with a public hearing occurring on May 16, 2005. The public will have the opportunity to address this issue and to ask questions in regard to this issue. The charter school sponsors are pushing to have 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades, with 75 students the first year, located at the Don Julian site, focusing on math and sciences. If the charter school is approved, the District will lose the ADA and also be financially responsible for the facility. If the Board rejects the charter school proposal, then the charter school has the opportunity to obtain approval from the County, if the County rejects the proposal then the charter school has the opportunity to obtain approval from the State. The rate of approval at the State level is 80%.

Mr. Watanabe also spoke in regard to the Personnel Commission budget, and requested that the Commissioners examine the budget closely to determine if a budget reduction is feasible. He also indicated that he appreciates the Personnel Commission providing roughly \$20,000 to help address District finances.

#### 10. PUBLIC HEARING

On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission opened the public hearing on the Commission's budget for 2005-2006 at 5:42 p.m.

A public hearing on the Commission's proposed 2005-2006 budget will be held. Members of the governing board, the district administration, the

employee representatives, employees, and the public are invited to address the Commission on its proposed budget.

Mrs. Hartley wanted to know that if all the information provided in the budget was accurate and up-to-date.

Mr. Maher indicated that the grand total will stay the same, however minor adjustments may be needed, as this budget is based on projected expenditures, derived from anticipated expenses and on historical data.

On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission closed the public hearing on the Commission's budget for 2005-2006 at 5:44 p.m.

#### 11. COMMISSION BUDGET

On the motion of Mrs. Hartley, and seconded by Mrs. Alvarado, and unanimously carried, the Commission adopted its budget for 2005-2006 as submitted.

#### 12. CLASSIFICATION SPECIFICATIONS REVISIONS

- A. On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission revised the classification specification of Director of Fiscal Services as submitted.

Mrs. Hartley requested to know why the classification specifications required revisions. She expressed her concern that when this classification was originally brought before the Commission, the rate of pay was based on the assigned duties within the classification specification.

Mr. Maher indicated that this update was needed to address the additional Director of Fiscal Services position that was added to the District. Mr. Maher indicated that the deleted duties did not significantly impact the core responsibilities of the position to warrant a reduction in pay.

- B. On the motion of Mrs. Hartley, and seconded by Mrs. Alvarado, and unanimously carried, the Commission revised the classification specification of Food Service Assistant I as submitted.

- C. On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission revised the classification specification of Lead Maintenance Worker as submitted.
- D. On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission revised the classification specification of Maintenance Worker as submitted.

13. AMENDMENT TO RULES

- A. On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission revised the Commission Rules on appointments, currently identified as Chapter 50, by deleting Chapter 50 and adopting the revisions contained in Chapter 7 as submitted/amended (first reading) and set action for adoption of the revisions at the June 7, 2005 regular Commission meeting.
- B. On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission revised Commission Rule 3.1.5 on Professional Experts by deleting Rule 3.1.5 and adopting the revisions identified as Rule 7.4 *et. seq.* as submitted/amended (first reading) and set action for adoption of the revisions at the June 7, 2005 regular Commission meeting.

14. DISCUSSION OF USE OF CAMPUS AIDES

CSEA will discuss their concerns with the use of Campus Aides.

Mrs. Irma Quesada, CSEA President, indicated this is a pressing and pervasive issue, as individuals occupying these positions are currently, and have in the past, been used as classified employees. This has been occurring at Bassett High, as recently as this spring. At Don Julian campus aides are being used to accomplish classified work within the office. At Edgewood and Adult Education, campus aides are currently being used in the office to accomplish classified work. Campus aides are non-classified employees and should not be doing classified work, as this practice is directly taking advantage of and exploiting these individuals.

Both Mr. Maher, and Ms. Cyndy Byrd have been working diligently to try and address and rectify this issue. If this does not stop then CSEA will be forced into filing an unfair labor practice. CSEA prefers to resolve this

issue with the District administrators, however if an unwillingness to comply persists, then CSEA will be forced to file the unfair labor practice.

Mrs. Alvarado indicated that she is in favor of District employees doing the work that they are being paid to do. She also indicated that this practice has been going on for years and needs to be addressed.

Mrs. Wallery indicated that one course of action that CSEA may want to consider is putting the District on notice by issuing a cease and desist letter.

Mrs. Quesada indicated that the position and preference of CSEA is to work out issues with District administrators, however if more stringent measures are required these options will also be explored and utilized.

Mr. Maher indicated that an advisable way to approach this issue would be to provide clear directions on appropriate uses of campus aides to all school sites, and to also provide a job description for campus aide duties and responsibilities as a reference.

#### 15. EXAMINATIONS

The Commission received the following examination bulletins:

Family Development Specialist #05-008  
Food Service Assistant I #05-007  
Food Service Assistant II #05-004  
Instructional Assistant – Special Education #05-003  
Instructional Materials Specialist #05-005  
Language Assessment Assistant #05-006

#### 16. INITIAL STEP PLACEMENT

On the motion of Mrs. Hartley, and seconded by Mrs. Alvarado, and unanimously carried, the Commission approved the initial step placement of Language Assessment Assistant up to the third step within the salary range of this classification for recruitment #05-006.

Mrs. Hartley requested to know what was the benefit of taking this action rather than changing the salary.

Mr. Maher indicated that the salary range itself is adequate based on the position responsibilities. The main problem is the hours of this position. Compared to other districts, this position is less hours, thus that is how we lose applicants. Thus this slight change is anticipated to help garner a greater and more qualified applicant pool.

Mrs. Wallery wanted to know how many vacancies were currently being recruited for, since the issue of equal pay for equal work may come up.

Mr. Maher indicated that there are currently 5 vacancies, but the concern of equal pay will not be an issue in this instance, since the individuals currently occupying these position are both becoming full-time employees from part-time status.

Mrs. Alvarado indicated that this position had traditionally in the past been difficult to recruit for, and this solution may, in fact, help address this recruitment problem.

Mrs. Martha Arceo, Language Assessment Coordinator, indicated that every new student is assessed to determine English level and capabilities. This position has some turnover, as it is mostly transitional, with students working to obtain credentials and degrees. She also indicated that with the ability to offer a higher starting salary high-quality applicants would be available from which to select. Also, with potential from a high starting salary, perhaps individuals will be enticed to remain in their jobs longer therefore leading to less recruitments. Further, this recruitment needs to be taken seriously as the students will not be able to be assessed for language levels if this position is not filled.

#### 17. NEXT COMMISSION MEETING

The next regular Personnel Commission meeting will be held on June 7, 2005 at 5:00 p.m. in the Personnel Commission office.

#### 18. CLOSED SESSION

The Commission adjourned to closed session at 6:16 p.m. pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: Personnel Director

The Commission reconvened into open session at 7:16 p.m. and reported on the following action taken in closed session:

The Personnel Director was given a performance evaluation.

19. ADJOURNMENT

On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission adjourned the meeting at 7:17 p.m.