

MINUTES
BASSETT UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
PERSONNEL COMMISSION OFFICE – ROOM 12 – FLANNER
June 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 stated that he wanted to express his thanks to Kathleen Rentschler, Food Services Supervisor, for all of her hard work on the classified employees BBQ. While many persons, especially Superintendent Watanabe, Maria Ayala, Nancy Gutierrez, and many administrators all chipped in to help and make it a success, without Ms. Rentschler it would not have been nearly as successful. He also thanked Mrs. Alvarado for the donation of the cakes.

Mr. Maher also congratulated Ms. Olson for her election to the CODESP Board of Directors. He stated that he believed that this would both provide

Ms. Olson with the opportunity to give the benefit of her talents and hard work for many districts in the state, as well as provide additional opportunity for her professional growth.

He indicated that the Board had indicated a desire to have a joint meeting with the Commission, and that there was an agreement to hold the meeting during the month of July. He asked each Commissioner to provide him with dates that were available for them, and he would then coordinate a specific date with the Superintendent that was convenient to the Board. He also asked the Commissioners to let him know of any particular topic or area that they would like on the agenda. Mr. Maher explained that there was not specific issue that was behind the meeting, but was a joint desire for the Board and Commission to meet and explore areas of mutual concern.

B. Personnel Commission

Mrs. Alvarado congratulated Ms. Olson on her recent election to the CODESP Board of Directors.

Mrs. Hartley indicated she attended the retirement dinner for classified and certificated employees. She also stated that she attended the charter school meeting, and saw few individuals supportive of the charter, with the majority of people in attendance speaking out against the charter proposal. Mrs. Hartley stated her appreciation to the Personnel Commission staff for all the hard work that has been put into the NCLB testing program for the Bassett USD paraprofessionals.

Mrs. Wallery offered Ms. Olson her congratulations on the election to the CODESP Board of Directors.

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 June 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 May 3, 2005 as submitted.

9. REQUESTS TO SPEAK

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

Mr. Maher indicated that Mr. Watanabe wanted to attend the Personnel Commission meeting, but was unable to do so, due to a conflict with the Adult School graduation.

Ms. Byrd, Assistant Superintendent-Human Resources thanked Mr. Maher for his impressive work on the Bassett USD Charter School Report to be presented to the School Board.

Ms. Hartley requested to know if the individuals lobbying for a charter here also had a single charter school in northern California. She indicated that this charter school in northern California was held in a church, and if the church needs the classrooms for church business, then the school has to vacate, the classes are all held in one assembly room, that is sectioned off into classrooms, the students are required to bring their own lunches – no food is provided by the school. Parent involvement is also low, with less than 5% volunteering a year.

Ms. Byrd also indicated that the test scores produced by this charter school are lower than the test scores produced by Bassett USD.

10. APPROVAL OF COMMISSION STAFF

- A. On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission approved a non-classified position of Intern to the Commission staff at a rate of \$15.00 per hour.
- B. On the motion of Mrs. Hartley, and seconded by Mrs. Alvarado, and unanimously carried, the Commission appointed Marina Mihalevsky as a non-classified intern at a rate of \$15.00 per hour for July 1, 2005 through June 30, 2006.

11. SETTING OF REGULAR MEETING DATES FOR 2005-2006

On the motion of Mrs. Hartley, and seconded by Mrs. Alvarado, and unanimously carried, the Commission established dates for its regular meetings for July 2005-June 2006.

| | | |
|-----------|-----|------|
| July | 5, | 2005 |
| August | 2, | 2005 |
| September | 6, | 2005 |
| October | 4, | 2005 |
| November | 2, | 2005 |
| December | 6, | 2005 |
| January | 11, | 2006 |
| February | 7, | 2006 |
| March | 7, | 2006 |
| April | 4, | 2006 |
| May | 2, | 2006 |
| June | 6, | 2006 |

12. 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 \$400.00 incurred by such attendance to be paid by the Commission unless otherwise specified, as attached, and in accordance with Education Code Section 45255.

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 (second reading and adoption).
- 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 (second reading and adoption).

14. DISCIPLINARY APPEAL

On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission authorized an administrative law judge to serve as a hearing officer pursuant to Personnel Commission

Rule 11.7.4 to hear the administrative appeal of disciplinary action requested by Jose G. Rivas with the hearing officer being directed to conduct the hearing, render an opinion, and take other actions in accord with Chapter 11 of the Personnel Commission Rules.

15. ELIGIBILITY LISTS

In a block vote, on the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission approved the eligibility lists for:

- A. Food Services Assistant II, Exam # 05-004.
- B. Instructional Materials Specialist Exam # 05-005.
- C. Instructional Assistant-Special Education Exam # 05-003.

16. EXAMINATIONS

The Commission received the following examination bulletins:

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|---|---------|
| District Security Officer | #05-009 |
| District Security Supervisor (management) | #05-010 |
| Language Assessment Assistant (continued) | #05-006 |

Mrs. Hartley requested to know if there were currently vacancies in both the security officer and supervisor positions.

Mr. Maher clarified that both positions are vacant, as one of the security officers and the supervisor recently left for different jobs.

17. NEXT COMMISSION MEETING

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

18. ADJOURNMENT

On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission adjourned the meeting at 5:21 p.m.