

MINUTES
BASSETT UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
PERSONNEL COMMISSION OFFICE – ROOM 12 – FLANNER
JULY 5, 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

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6. STAFF REPORTS

A. Personnel Director

Mr. Maher reported that the date for the joint Commission and Board meeting was July 28, 2005 at 6:30 p.m. He indicated that one topic he was considering was to explain the appointments of Commissioners and the role of the Board since they were involved directly or indirectly in all three appointments. He asked the Commissioners to provide him with any ideas or topics they would like to see presented so that he could work with the Superintendent in preparing an agenda.

Mrs. Alvarado indicated that there seems to be some confusion in regard to the responsibilities of the Personnel Commission, and she would like to

see increased understanding on the concept of the Personnel Commission. She also indicated that if confusion does occur in regard to the Personnel Commission's agendas and actions, then the Board should direct a representative to attend Personnel Commission meetings to address any confusion and to keep an open dialogue.

Mr. Maher reported that the examination for District Security Officer was completed and that an applicant was being processed for hiring. The list for District Security Supervisor would be completed by July 13, 2005 and the Superintendent had already scheduled placement interviews for July 14.

He also reported that due to the revision of the bulletin for Language Assessment Assistant and the Commission's pre-approval of initial step placement to the 3rd step, 12 applicants were being processed for the 5 openings. This represented a significant improvement over the prior recruitment that resulted in only one applicant.

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 July 5, 2005 as submitted.

8. APPROVAL OF MINUTES

On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission approved the minutes for the regular meeting of June 7, 2005 as submitted.

9. REQUESTS TO SPEAK

A. Communications (Request to Speak Card not required)

1. CSEA

Ms. Irma Quesada, CSEA President, indicated that the work that Mr. Maher and his staff are accomplishing is commendable. CSEA feels that the Personnel Commission is working well with the District, and

cannot remember a time when the Personnel Commission has been this helpful and efficient.

10. ELIGIBILITY LISTS

- A. On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission approved the eligibility list for Food Service Assistant I Exam # 05-007.
- B. On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission approved the eligibility list for Family Development Specialist Exam # 05-008.

Mrs. Hartley requested to know more information about the opening for this position.

Ms. Quesada, who works in Child Development, the same department as this opening, indicated that the person previously occupying this position had made the decision to take a year's leave of absence. She also indicated that Child Development is currently recruiting for the Director position in Child Development.

Mrs. Alvarado wanted to know if anyone was helping out with the vacancy during this recruitment period, and how many candidates had applied for this position.

Ms. Quesada indicated that Mr. Elias Alvarado, Director of Student Services, was helping out during this period, jointly with Mrs. Olga Monterroso, Education Supervisor, and Ms. Ana Campos, Operations Supervisor. She further indicated that five people had been interviewed for the position, but none had been offered the job as yet.

- C. On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission approved the eligibility list for District Security Officer Exam # 05-009.

11. NEXT COMMISSION MEETING

The next regular Personnel Commission meeting will be held on August 2, 2005 at 5:00 p.m. in the Personnel Commission office.

MINUTES
PERSONNEL COMMISSION
JULY 5, 2005
PAGE 4

The joint Personnel Commission and School Board meeting will be held on July 28, 2005, at 6:30 p.m., in the Board Room at the District Office. This meeting will be open for public attendance.

12. ADJOURNMENT

On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission adjourned the meeting at 5:19 p.m.