

MINUTES
BASSETT UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
PERSONNEL COMMISSION OFFICE – ROOM 12 – FLANNER
SEPTEMBER 6, 2005
5:00 P.M.

1. The meeting was called to order by Chairperson Wallery at 5: 36 p.m.

2. MEMBERS PRESENT

Mrs. Vern Wallery, 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 noted that new forms for managers to request the filling of vacancies and to obtain new positions had been developed, along with instructions on their use, and were now being used. As part of the selective certification for language, the forms would also create documentation and allow for review for each request, something that had been very informal and which did not have any documentation when a decision was made for selective certification.

As part of this process, staff were also looking at specific classifications to determine which ones required language fluency, which did not, and which required it based on specific positions.

Mr. Maher indicated that staff was making progress on the use of NeoGov for recruitment, but the current recruitments were not ready for that venue. Staff would be meeting with NeoGov staff on Thursday to review the site and planned on having anticipated upcoming recruitments later in the month being ready for the NeoGov function.

He also indicated that great progress was being made on the competency based testing process for all positions in the District and that competencies as a basis for all selection was going to be discussed with NeoGov representatives at the meeting. NeoGov had expressed interest in using our competency-based model as part of their system. Ms. Olson and staff from NeoGov were also going to be presenting on the competencies at the PTC Fall Conference towards the end of October.

Mr. Maher called the Commission's attention to the changing format of the recruitment bulletins. They had changed substantially from the prior format that was largely a classification specification to being more relevant to recruitment. In addition, we were not adding the access to our childcare services as a recruitment incentive. While this has always been available, we had not emphasized this program as a benefit at Bassett.

He also indicated that staff had been looking at going to digital recording and moving from the analog recording. Digital recording would allow all tapes of meetings and all interviews to be saved on the computer, provide for easier playback, reduce the cost of buying tapes, eliminate the need for storing tapes, and permit recordings of several hours without having to change a tape or turn it over to continue. Essentially, it would improve efficiency and effectiveness and the delivery of services.

B. Personnel Commission

Ms. Wallery took the opportunity to thank the District for inviting the Commissioners to the Welcome Back Breakfast.

7. APPROVAL OF AGENDA

On the motion of Mrs. Alvarado, and seconded by Mrs. Wallery, and unanimously carried, the Commission approved the agenda for the regular meeting of September 6, 2005 as submitted.

8. APPROVAL OF MINUTES

- A. On the motion of Mrs. Alvarado, and seconded by Mrs. Wallery, and unanimously carried, the Commission approved the minutes for the regular meeting of August 2, 2005 as submitted.

- B. On the motion of Mrs. Alvarado, and seconded by Mrs. Wallery, and unanimously carried, the Commission approved the minutes of the special joint Personnel Commission-School Board meeting of July 28, 2005 as submitted.

9. REQUESTS TO SPEAK

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

- 1. Board/Superintendent

- Ms. Byrd spoke on behalf of the Superintendent and conveyed that Bassett USD had a good opening day in regard to student enrollment and attendance. A Bond Oversight Committee meeting is scheduled for the following evening and the second installment of the Bond is currently in the bank (13 million dollars) and we will be obtaining matching funds for that amount from the State. All summer projects with Bond monies have been completed. The next Board meeting is scheduled for later this week, when Mrs. Alvarado's appointment as a Commissioner will be on the agenda.

10. ELIGIBILITY LISTS

On the motion of Mrs. Alvarado, and seconded by Mrs. Wallery, and unanimously carried, the Commission ratified the eligibility list for Instructional Assistant-Special Education # 05-011.

11. CLASSIFICATION ACTIONS

- A. On the motion of Mrs. Alvarado, and seconded by Mrs. Wallery, and unanimously carried, the Commission reclassified the classification of Clerical Assistant II to Clerical Assistant I at the High School.

- B. On the motion of Mrs. Alvarado, and seconded by Mrs. Wallery, and unanimously carried, the Commission established the classification of Benefits and Risks Manager and approved the classification specification, as submitted.

Mrs. Alvarado requested to know if this was an existing position.

Mr. Maher indicated that this is a new position.

- C. On the motion of Mrs. Alvarado, and seconded by Mrs. Wallery, and unanimously carried, the Commission recommended to the governing board that the pay range for the position of Benefits and Risks Manager be placed at range 118 of the management salary schedule (\$4540-\$5517/mo).

Mr. Maher indicated that the salaries indicated here was not inclusive of the recently approved pay raise.

12. CORRESPONDENCE

The Commission received the following correspondence:

1. Letter from Philip Maltin requesting clarification of the Commission's action
2. Letter from Michael Gennaco, Commission Conflict Counsel, in response to Mr. Maltin's request for clarification.
3. Letter from Patrick Maher to Philip Maltin forwarding Mr. Gennaco's letter to Mr. Maltin.
4. Letter from Patrick Maher to Rene Nunez and Philip Maltin regarding the receipt of correspondence being placed on the agenda.

Mr. Maher indicated that additional correspondence was received by the Commission, from Mr. Vera on September 2, 2005, after the agenda had been completed and distributed. As the deadline for Personnel Commission agenda submission was on August 29, 2005, this letter was not included within the agenda packet.

Mr. Maltin indicated that he had read agenda item 12, which he felt laid out the issue of concern quite clearly. He indicated that this item does a good job of explaining the matter that required clarification. He further indicated that Mr. Adamo required clarification that the Commission was no longer going to be ruling on any substantive issue, and that Mr. Adamo will need to go elsewhere to seek further remedies. Mr. Maltin also thanked the Commission for their continued work in regard to Mr. Adamo's legal matter. Mr. Maltin

then requested to know if this agenda item will be part of this meeting's official record.

Mr. Maher indicated that the discussion that took place will be recorded as part of the official agenda.

Mr. Nunez agreed that the clarification that Mr. Maltin just spoke of was also his and Mr. Vera's shared understanding.

13. EXAMINATIONS

The Commission received the following examination bulletins:

Clerical Assistant I	#05-012
Clerical Assistant II	#05-013
Custodian I	#05-014
Instructional Assistant-Special Education	#05-015
Secretary II	#05-016
School Community Relations Assistant	#05-017
Library Media Technician	#05-018

14. NEXT COMMISSION MEETING

The next regular Personnel Commission meeting will be held on October 4, 2005 at 5:00 p.m. in the Personnel Commission office.

15. ADJOURNMENT

On the motion of Mrs. Alvarado, and seconded by Mrs. Wallery, and unanimously carried, the Commission adjourned the meeting at 5:51 p.m.