

MINUTES
BASSETT UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
PERSONNEL COMMISSION OFFICE – ROOM 12 – FLANNER
FEBRUARY 7, 2006
5:00 P.M.

1. The meeting was called to order by Chairperson Wallery at 5:01 p.m.

2. MEMBERS PRESENT

Mrs. Vern Wallery, Chairperson
Mrs. Frances Alvarado, Vice-Chairperson
Mrs. Susan Hartley, Member

3. STAFF PRESENT

Patrick Maher, Personnel Director
Kristin Olson, Personnel Analyst

4. OTHERS PRESENT

See Guest Register

5. PRELIMINARY

A. Flag Salute

6. STAFF REPORTS

A. Personnel Director

Mr. Maher reported that Ms. Olson had been offered and accepted the position of Personnel Director for the Lynwood Unified School District and that she would be starting in about a month. He planned to bring in Marina Mihalevsky, currently the intern, to fill the vacancy on a provisional basis until the recruitment had been completed for Ms. Olson's replacement. He projected that it would be a two to three month process to recruit, administer a selection procedure, make a hiring decision, process the applicant, and obtain necessary approval to start work.

Mr. Maher also reported that the hard work of Ms. Mihalevsky and Ms. Olson on the competency model and the situation judgment interview was finally coming to fruition. The Commission would be offering the situational judgment interview for paraprofessionals for licensing at the CSCPA conference this week and provided the Commissioner's with a copy of the brochure. He also reported that as soon as the competencies were finalized, he would seek a copyright on behalf of the District for the final product.

B. Personnel Commission

Mrs. Alvarado offered her congratulations to Ms. Olson on her new job.

Mrs. Hartley commended the Personnel Commission staff, and specifically Mr. Maher on an excellent annual report for the Commission. She indicated that the report was well organized, concise, and the hard work put into this document was very much appreciated.

Mrs. Wallery also voiced her commendation of the annual report, indicating that it was outstanding.

7. APPROVAL OF AGENDA

On the motion of Mrs. Hartley, and seconded by Mrs. Alvarado, and unanimously carried, the Commission approved the agenda for the regular meeting of February 7, 2006 as submitted.

8. APPROVAL OF MINUTES

A. On the motion of Mrs. Hartley, and seconded by Mrs. Alvarado, and unanimously carried, the Commission approved the minutes of the regular meeting of January 10, 2006 as amended.

It is moved that the Commission approve the minutes of the regular meeting of January 10, 2005 as submitted/amended, was changed to read:

It is moved that the Commission approve the minutes of the regular meeting of January 10, 2006 as submitted/amended.

9. REQUESTS TO SPEAK

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

Ms. Cyndy Byrd, Assistant Superintendent-Human Resources congratulated the PC on the excellent annual report and thanked the Personnel Commission for its continuing hard-work and for all of its contributions. Ms. Byrd reminded the Commissioners that all were invited to participate in "I Love Bassett Day".

10. CLASSIFICATION ACTIONS

On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried the Commission approved the revisions to the following classification specifications as submitted:

Instructional Assistant – Computer Lab (K-12)
Instructional Assistant – Special Education
Instructional Health Assistant - Multiple Handicaps
School Office Assistant
Secretary I

11. 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 \$1,100.00 incurred by such attendance to be paid by the Commission unless otherwise specified, as attached, and in accordance with Education Code Section 45255.

12. EXAMINATIONS

The Commission received the following examination bulletins:

Instructional Assistant – Special Education	06-001
Library Media Technician	06-002
Secretary I	06-003
School Office Assistant	06-004
Instructional Assistant – Computer Lab (K-12)	06-005
Human Resources Specialist	06-006

13. ANNUAL REPORT OF COMMISSION

On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried the Commission approved the annual report of the Personnel Commission for 2005.

14. NEXT COMMISSION MEETING

The next regular Personnel Commission meeting will be held on March 7, 2006 at 5:00 p.m. in the Personnel Commission office.

15. ADJOURNMENT

On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried the Commission adjourned the meeting at 5:15 p.m.