

MINUTES  
BASSETT UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION MEETING  
PERSONNEL COMMISSION OFFICE – ROOM 12 – FLANNER  
MARCH 7, 2006  
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. Frances Alvarado, Vice-Chairperson  
Mrs. Susan Hartley, Member

3. STAFF PRESENT

Patrick Maher, Personnel Director  
Marina Mihalevsky, Personnel Analyst

4. OTHERS PRESENT

See Guest Register

5. PRELIMINARY

A. Flag Salute

6. STAFF REPORTS

A. Personnel Director

Mr. Maher reported that Kristin Olson has now started in her new position as the Personnel Director at Lynwood Unified School District and Ms. Mihalevsky will be filling in the position of the Personnel Analyst until the formal selection process is completed.

B. Personnel Commission

Mrs. Hartley voiced concerns about the District's policy and cost associated with hiring of retirees to fill substitute positions. Mr. Maher addressed the issue by explaining that he has been and will continue to

enforce the policy of permitting retiree substitute placements only for positions requiring specialized skills and when such placements are absolutely necessary.

Mr. Maher stated that he has addressed the issue of workforce (succession) planning with the District's Cabinet, explaining the need to identify the critical District positions that require training and take steps to develop action plans to anticipate the need to fill those positions and be ready to do so when the need arises.

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 March 7, 2006 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 of the regular meeting of February 7, 2006 as submitted/amended.

9. REQUESTS TO SPEAK

Ruben Castaneda, V.P. CSEA, asked the Personnel Commission to investigate the job duties of employees in the Human Resources Department to ensure that the duties are properly assigned and executed accordingly. Mrs. Alvarado stated that she thinks that this matter is a responsibility of the Personnel Director and it is not necessary to bring it to the attention of the Commissioners. Mr. Castaneda explained that CSEA wanted this matter on record and will discuss it further with Mr. Maher. Mrs. Wallery stated that she wants to emphasize that the Personnel Director should conduct the investigation.

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:

Buyer  
Painter  
Personnel Analyst

11. REVISION TO COMMISSION RULES

On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried the Commission approved the revisions to Personnel Commission Rules 6.1.1, 6.2.6E, 7.1.1H, and 7.1.2 as submitted/amended (first reading).

12. COMMISSION STAFF

- A. On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried the Commission accepted the resignation of Kristin Olson as Personnel Analyst effective March 3, 2006.
- B. On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried the Commission approved the hiring of Marina Mihalevsky as a provisional Personnel Analyst effective March 10, 2006 and ending June 30, 2006 at management range 119, step A.

13. EXAMINATIONS

The Commission received the following examination bulletins:

Personnel Analyst	06-007
Buyer	06-008
Instructional Assistant—Special Education	06-009

14. NEXT COMMISSION MEETING

The next regular Personnel Commission meeting will be held on April 4, 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 5:23 PM.