

MINUTES
BASSETT UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
PERSONNEL COMMISSION OFFICE – ROOM 12 – FLANNER
APRIL 4, 2006
4:30 P.M.

1. The meeting was called to order by Chairperson Wallery at 4:40 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 Superintendent Watanabe had contacted him and expressed his regrets of not being able to attend the meeting because he was conducting the principal's meeting being held at the same time. However, Mr. Watanabe asked that Mr. Maher communicate to the Commissioners on his behalf that he was looking forward to the Commissioners participating in the I Love Bassett Day parade and festivities on April 29. Also on April 5, several hundred students would be participating in a dedication of their work in a Service Pride project in which they each handcrafted an artistic tile that was going to be placed on the planter at the front of the District office entrance. He invited the

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Commissioners to attend the ceremony at 10:00 am if they could, and wanted to note that if it rained, the ceremony would be postponed to April 11 at 10:00 am.

Mr. Watanabe also wanted to let the Commissioners know that three of our schools identified as Program Improvement Schools had made significant progress this past year by their rankings for similar schools: Torch was ranked as 9, Erwin was ranked as 8, and the High School was ranked at 5, all being much higher than last year.

Mr. Maher reported that the Commission was making progress on its move to a paperless office and to improved technology. New computers were purchased for the Human Resources Technician, which had arrived, and for the Personnel Analyst, which was being shipped. Two new lap tops with wireless connectivity had also been ordered to allow for greater use of the NeoGov system, and with a view to having raters enter their interview and training and evaluation ratings directly into the data base.

Mr. Maher also reported that he was on the program committee for the 2007 CSPCA conference to be held in February in Long Beach, and that he believed that an exciting and informative program was being developed.

B. Personnel Commission

The Personnel Commissioners presented no reports.

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 April 4, 2006 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 of the regular meeting of March 7, 2006 as submitted/amended.

9. REQUESTS TO SPEAK

Irma Quesada, President CSEA, reported to the Personnel Commission that CSEA is the process of planning the CSEA retirement dinner, which is

scheduled for May 19, 2006 and more information will be available in the near future.

Ms. Quesada reported that CSEA is in the process of working on Sunshine negotiations and expects significant strides to be made before the end of the school year. Ms. Quesada also mentioned the possibility of looking into contracting out Custodial services and discussing the issue with the District's Cabinet members.

In addition, Ms. Quesada wanted to share with the Commission how valuable Mr. Maher is as an employee and as the Personnel Director. Specifically, Ms. Quesada stated that Mr. Maher's knowledge of the Merit System is invaluable and his willingness to share information makes the working relationship between the Personnel Commission and CSEA very effective.

Ruben Castaneda, V.P. CSEA, asked Mr. Maher for an update on the request to investigate the duties of the Human Resources Department staff. Mr. Maher explained that at this time the investigation was being held in abeyance, and that Cyndy Byrd, Assistant Superintendent-Human Resources had informed him that work and duties would be assigned within appropriate classifications.

10. RECLASSIFICATION ACTIONS

- A. On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried the Commission approved the reclassification of a Clerical Assistant II position assigned to Special Education and Student Services to Secretary I effective April 5, 2006.

- B. On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried the Commission approved the reclassification of a Clerical Assistant II position assigned to Human Resources to an Administrative Secretary I (confidential) effective June 30, 2006.

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 (Second reading and adoption); Personnel Commission Rules 2.5 and 2.6 and add Rule 2.7 (2.7.1 through 2.7.4) as submitted/amended (First Reading); and Personnel Commission Rules 11.7.4, 11.7.6, and 11.7.11 as submitted/amended (First Reading).

Mrs. Hartley posed a question regarding continuous testing. Mr. Maher explained that in administering continuous testing the Personnel Commission will not establish a rank order list and candidates will receive letters solely stating that they had qualified for the position in question. Rank order will only be established at the time when there is a need to make a permanent appointment from the list, and at that time a rank order list of all current eligible applicants would be created and an appointment would be made from the top three ranks.

12. BUDGET

On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried the Commission approved the scheduling of a public hearing on the adoption of the Commission budget for 2006-2007 on May 2, 2006 at 5:00 pm, Room 12, Flanner.

Mrs. Alvarado stated that she will not be able to attend the public hearing on the adoption of the Commission budget on May 2, 2006 and asked to receive a copy of the budget ahead of time.

13. INITIAL STEP PLACEMENT

On the motion of Mrs. Hartley, and seconded by Mrs. Alvarado, and unanimously carried the Commission approve an initial step placement for Cynthia Rodriguez, Instructional Assistant Special Education on Step 3 (Range 20) effective March 6, 2006.

14. ANNUAL BAR-B-QUE

The Commission discussed the food menu preferences for the annual classified employees' bar-b-que to be held on May 24, 2006 and consensus was reached to serve Mexican food and lemonade.

15. CERTIFICATION OF EXAMINATIONS

On the motion of Mrs. Hartley, and seconded by Mrs. Alvarado, and unanimously carried the Commission ratified the certification of the eligibility lists for the following classifications:

1. Instructional Assistant, Special Education Exam # 06-001
2. Library Media Technician Exam # 06-002
3. Secretary I Exam # 06-003
4. School Office Assistant Exam # 06-004
5. Instructional Assistant Computer Lab (K-12) Exam # 06-005

16. ADMINISTRATIVE APPEAL

On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission found that the District's *Motion to Dismiss Appeal of Jose G. Rivas* was improperly filed with the Commission and the motion was dismissed pending re-filing by the District before the Administrative Law Judge.

Rene C. Nunez, Attorney-at-Law, appeared as a representative of the District's General Council and presented the Commission with a formal letter asserting that based on his review of the pertinent law the Commission should not be delegating the responsibility of hearing the motion to dismiss the appeal of Jose G. Rivas to a hearing officer. Per Mrs. Alvarado's request for a comment on Mr. Nunez's position, Mr. Maher stated that this case involves a complex legal matter, where factual issues need to be addressed and hence, the hearing officer should hear the case and provide the Commission with a recommendation.

Mr. Nunez asked that if the District brought to the motion to the hearing officer and that if the hearing officer decided that he did not have the authority to rule on the motion would the District be able to bring the motion back to the Commission.

Mr. Maher stated that the District could pursue the motion with the Commission once the hearing officer had concluded action. Mr. Maher asked Mr. Nunez if the document he had submitted to the Commission at the start of the meeting had been provided to Mr. Rivas as indicated in the document. Mr. Nunez stated that it had not and that he was hoping that Mr. Rivas would attend the meeting so that he could receive a copy.

17. EXAMINATIONS

The Commission received the following examination bulletins:

Painter	06-010
Instructional Assistant – Speech Assessment	06-011
Secretary II	06-012

18. PLACEMENT OF SALARY RANGE

On the motion of Mrs. Hartley, and seconded by Mrs. Alvarado, and unanimously carried the Commission upheld the governing board's decision to place the classification of Human Resources Specialist at classified salary range 44 does not violate the principle of like pay for like work and does not operate to disturb the relationship which compensation schedules bear to one another as the relationship has been established in the classification made by the Commission.

19. NEXT COMMISSION MEETING

The next regular Personnel Commission meeting will be held on May 2, 2006 at 5:00 p.m. in the Personnel Commission office.

20. ADJOURNMENT

On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried the Commission adjourn the meeting at 5:22 p.m.