

MINUTES
BASSETT UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
PERSONNEL COMMISSION OFFICE – ROOM 12 – FLANNER
MAY 2, 2006

1. The meeting was called to order by Chairperson Wallery at 5:00p.m.

2. MEMBERS PRESENT

Mrs. Vern Wallery, Chairperson
Mrs. Frances Alvarado, Vice-Chairperson (Vacation)
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

Mr. Maher reported that two classified employees are being sent to a Merit Academy in Costa Mesa with their tuition being paid out of the Commission budget.

Mrs. Wallery thanked the District for inviting her to the "I Love Bassett Day" parade, stating that she greatly enjoyed it.

7. APPROVAL OF AGENDA

On the motion of Mrs. Hartley, and seconded by Mrs. Wallery, and unanimously carried, the Commission approved the agenda for the regular meeting of May 2, 2006 as submitted.

8. APPROVAL OF MINUTES

- A. On the motion of Mrs. Hartley, and seconded by Mrs. Wallery, and unanimously carried, the Commission approved the minutes of the regular meeting of April 4, 2006 as submitted.

9. REQUESTS TO SPEAK

Robert Watanabe, Superintendent, thanked everyone who participated in the planning of the "I Love Bassett Day", saying it was one of the biggest events in the District's history. Attendance was estimated at 4,000 participants. No incidents were reported. The Parade resulted in positive publicity for the District.

Publicity in the newspapers in the past had been negative, but in the recent months it has been all positive and we are proud that all positive reviews have been made in the past year overall.

Mr. Watanabe thanked the PC for setting up the B-B-Q for the classified employees.

Mr. Watanabe provided a memoranda concerning agenda item #11, identifying a number of proposed rule changes that he has reservations about proposing that a little bit more time be allotted for him to meet with Mr. Maher to discuss concerns, make clarifications, etc. He discussed concerns over the proposed rules governing the joint-appointee process and about changes to the disciplinary process. He felt that there is no need to make any further revisions. Mr. Watanabe asked to table Rule 11.4.11(F) to allow time for further discussion with Mr. Maher and the Administration.

Mr. Watanabe also felt that the Commission cannot assign duties to the Superintendent which are only assigned by the School Board.

Mrs. Hartely stated that the PC greatly appreciates when Mr. Watanabe attends the PC meetings.

Irma Quesada, President CSEA, provided a flyer with information on CSEA retirement party to be held on May 19th, 2006.

Ms. Quesada stated that CSEA has reviewed the proposed changes among the e-Board members and CSEA had no objections to any of the proposed changes. In response to Mr. Watanabe's concern over some of

the rule changes, Ms. Quesada stated that CSEA does not interpret the rules in the same way that Mr. Watanabe does. However, CSEA is not opposed to Mr. Maher and Mr. Watanabe having further discussion about rule changes.

Ms. Quesada stated that the District has fought hard for the Merit System and it is great to have a leader that is knowledgeable about the Merit System and is taking strides to consistently implement Merit System principles. As such, Ms. Quesada proposed that the Personnel Commission consider giving Mr. Maher a salary raise, as he has not received one in several years.

Ms. Quesada thanked the PC for the upcoming B-B-Q.

Mrs. Hartley asked if all the layoffs have been hired back. Ms. Quesada explained that most have, but that Dr. Byrd has not been able to get in contact with a few for various reasons. Mr. Maher added that most of the laid off employees had been hired back but a few had not yet been rehired. These included three custodians, the Locksmith, and some others.

10. RECLASSIFICATION ACTIONS

- A. On the motion of Mrs. Hartley, and seconded by Mrs. Wallery, and unanimously carried, the Commission approved the reclassification of Mario Torres from Grounds Maintenance Worker I to Grounds Maintenance Worker II without benefit of examination effective May 3, 2006.
- B. On the motion of Mrs. Hartley, and seconded by Mrs. Wallery, and unanimously carried, the Commission the reclassification of a (vacant) position at Adult Education from Instructional Assistant Computer Lab to Instructional Assistant Adult Education effective May 3, 2006.

11. REVISION TO COMMISSION RULES

- A. On the motion of Mrs. Hartley, and seconded by Mrs. Wallery, and unanimously carried, the Commission approved the revisions to Personnel Commission Rules 2.5 and 2.6 and add Rule 2.7 (2.7.1 through 2.7.4) as amended (Second reading and adoption) to leave the proposed revision to 2.5C in its entirety (ie. all verbiage to be included).

Mr. Maher explained that the proposed rule revisions are necessary in order to preclude the same type of disarray during the Commissioner Appointment process as had taken place in the past; where an individual attempted to bypass the Commissioners' nomination and the formal hearing process and directly requested appointment through the State Superintendent. Mr. Maher further stated that it is necessary to ratify these rules during this meeting as the Commission is up against a timeline to make an appointment by September, 2006, as well as, provide the Board and CSEA with ample time to actively solicit and provide recommendations for their respective appointee.

With regard to rule change number 2.7.1(B), Mr. Watanabe's stated that he interprets the rule revision to give the Personnel Director the power to recruit potential Commissioner candidates that may have a biased opinion toward the Director's views. Mr. Maher explained that the rule states only that the Director is to take action in search of nominees as directed by a reached consensus from the two Commissioners; otherwise, the Director must remain neutral.

Mrs. Hartley stated that in the past the process was chaotic and the rule changes provide step by step procedure that dictates a clear course of action that must be followed.

- B. On the motion of Mrs. Hartley, and seconded by Mrs. Wallery, and unanimously carried, the Commission rescinded the motion to approve revisions to Personnel Commission Rules 11.7.4, 11.7.6, and 11.7.11 as submitted (Second reading and adoption) and to act on the proposed changes once Mr. Watanabe and Mr. Maher had an opportunity to discuss Mr. Watanabe's concerns.

Mr. Maher discussed Education Code 45261(A) that stated the Commission had the authority to establish rules setting forth procedures "to be followed by the governing board as they pertain to the classified service" limited with respect to subjects under the jurisdiction of the Personnel Commission. Mr. Maher explained that he understood the friction that often arises in merit systems because the governing board is elected and has responsibility for the overall operation of the district. He said that if he was a member of the governing board, he would feel the same way about commissioners who are appointed only with limited input from the governing board telling the board what they can and cannot do, and what they must do.

With regard to revisions to Commission Rule 11.7.6, Mr. Maher explained that there have been a number of occasions where the Personnel Commission had not been informed of proceedings and outcomes that are

referred to a hearing officer. As such, the rule change sets forth the responsibility for the Superintendent or designee to have an ongoing responsibility to inform the Personnel Commission of hearing dates, notices, etc. However, because Mr. Watanabe requested additional time to review and discuss these changes with Mr. Maher and ratifying these changes is not urgent, Mr. Maher suggested rescinding these rule revisions at this time so that he and Mr. Watanabe could further explore the underlying issues. Mr. Watanabe's concerns and request seemed appropriate.

12. BUDGET

- A. On the motion of Mrs. Hartley, and seconded by Mrs. Wallery, and unanimously carried, the Commission moved to open a public hearing on the proposed Personnel Commission budget for 2006-2007 at 5:55 p.m.

There were no comments concerning the proposed Commission budget.

- B. On the motion of Mrs. Hartley, and seconded by Mrs. Wallery, and unanimously carried, the Commission moved to close the public hearing on the proposed Personnel Commission budget for 2006-2007 at 5:56 p.m.

- C. On the motion of Mrs. Hartley, and seconded by Mrs. Wallery, and unanimously carried, the Commission adopted the proposed Personnel Commission budget for 2006-2007 as submitted.

13. CLASSIFICATION REVISIONS

On the motion of Mrs. Hartley, and seconded by Mrs. Wallery, and unanimously carried, the Commission approved the revisions to the classification specification for Data Processing Analyst as submitted.

14. EXAMINATIONS

The Commission received the following examination bulletins:

Human Resources Specialist (Reopened)	06-013
Instructional Assistant – Computer Lab (K-12)	06-014
Custodian I (Substitute)	06-015

15. NEXT COMMISSION MEETING

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

16. ADJOURNMENT

On the motion of Mrs. Hartley, and seconded by Mrs. Wallery, and unanimously carried, the Commission adjourned the meeting at 5:59 p.m.