

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

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

2. MEMBERS PRESENT

Mrs. Vern Wallery, Chairperson (Arrived at 6:05 p.m.)  
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 the Commission had completed or was actively conducting over 21 recruitments, and that they would soon exceed the total recruitments conducted in all of 2005.

B. Personnel Commission

Mrs. Hartley thanked everyone who helped with the Classified Employee B-B-Q, and asked whether any thank you notes have been sent out. Mr. Maher responded that he is following up with letters. Mrs. Alvarado also thanked everyone and said that she felt the event went very smoothly.

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 June 7, 2006 as submitted/amended.

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 May 2, 2006 as submitted/amended.

9. REQUESTS TO SPEAK

Cynthia Byrd, Assistant Superintendent of Human Resources stated that Superintendent Watanabe was attending a meeting of the Bond Oversight Committee and was not able to attend. Dr. Byrd thanked the Commission for holding the Classified Employee BBQ.

10. CLASSIFICATION ACTIONS

- A. On the motion of Mrs. Hartley, and seconded by Mrs. Alvarado, and unanimously carried, the Commission approved the establishment of the classification of Data Processing Analyst II and approve the classification specification as submitted/amended.
- B. On the motion of Mrs. Hartley, and seconded by Mrs. Alvarado, and unanimously carried, the Commission recommended to the governing board that the salary range for the classification of Data Processing Analyst II be set at range 33 (\$2836 – \$3631/mo) of the classified employee salary schedule.

11. RECLASSIFICATION ACTIONS

- A. On the motion of Mrs. Hartley, and seconded by Mrs. Alvarado, and unanimously carried, the Commission approved the reclassification of Damaris Sarmiento from Data Processing Analyst to Data Processing Analyst II effective June 8, 2006 without benefit of examination due to a gradual accretion of duties over a two year period.

Mrs. Hartley asked about the number of years that qualify for gradual accretion. Mr. Maher stated that the State statute requires two years, but that the Commission rule still has the out-of-date requirement of three years, which will be revised in the upcoming rule changes during the summer months.

- B. On the motion of Mrs. Hartley, and seconded by Mrs. Alvarado, and unanimously carried, the Commission approved the reclassification of Johnny Allen from Grounds Maintenance Worker I to Grounds Maintenance Worker II effective June 8, 2006 without benefit of examination due to a gradual accretion of duties over a two year period.

12. APPROVAL OF COMMISSION STAFF

On the motion of Mrs. Hartley, and seconded by Mrs. Alvarado, and unanimously carried, the Commission approved the appointment of Marina Mihalevsky to the Commission staff as Personnel Analyst at Salary Range 119, Step 1, effective June 9, 2006.

13. SALARY REVISIONS

On the motion of Mrs. Hartley, and seconded by Mrs. Alvarado, and unanimously carried, the Commission recommend to the governing board that the salary for the position of intern on the Commission staff be revised to \$16.50 per hour from its current rate of \$15.00 per hour.

14. EXPENDITURES TO ATTEND TRAINING

On the motion of Mrs. Hartley, and seconded by Mrs. Alvarado, and unanimously carried, the Commission approved/ratified attendance at conferences, actual and necessary expenditures in the amount of \$323 incurred by such attendance to be paid by the Commission unless otherwise specified, as attached, and in accordance with Education Code Section 45255.

15. SETTING OF REGULAR MEETING DATES FOR 2006-2007

The Commission established dates for its regular meetings for July 2006-June 2007.

16. ELIGIBILITY LISTS

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

Personnel Analyst	Exam # 06-007
Buyer	Exam # 06-008
Instructional Assistant-Speech Assessment	Exam # 06-011
Painter	Exam # 06-010
Secretary II	Exam # 06-012

17. ADMINISTRATIVE APPEAL

On the motion of Mrs. Hartley, and seconded by Mrs. Alvarado, and unanimously carried, the Commission terminated with prejudice the administrative appeal of Jose D. Rivas, Jr. due to a settlement agreement being reached between Mr. Rivas and the District agreeing to such dismissal with prejudice and an acknowledgement that the agreement constitutes a complete and final separation of Mr. Rivas' employment with the district.

18. APPROVAL OF APPLICATION FOR JOINT APPOINTEE

On the motion of Mrs. Hartley, and seconded by Mrs. Alvarado, and unanimously carried, the Commission approved the application form and the due date for applications to be received by the Commission for the joint-appointee to the Commission.

Mr. Maher recommended that the Commission hold a special meeting for the purpose of the joint appointee hearing.

19. EXAMINATIONS

The Commission received the following examination bulletins:

Administrative Secretary I (Confidential)	Exam # 06-017
Language Assessment Assistant	Exam # 06-018
Data Processing Analyst	Exam # 06-019
Instructional Assistant-Adult Education	Exam # 06-020
Director of Fiscal Services	Exam # 06-021

20. NEXT COMMISSION MEETING

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

21. CLOSED SESSION

The Commission adjourned to closed session at 5:24 p.m. pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: Personnel Director

The Commission reconvened into open session at 8:46 p.m. and reported on the following action taken in closed session:

The Commission agreed on the performance evaluation for the Personnel Director.

22. ADJOURNMENT

On the motion of Mrs. Hartley, and seconded by Mrs. Wallery, and unanimously carried, the Commission adjourned the meeting at 8:46 p.m.