

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

1. The meeting was called to order by Chairperson Wallery at 5:08p.m.

2. MEMBERS PRESENT

Mrs. Vern Wallery, Chairperson
Mrs. Frances Alvarado, Vice-Chairperson
Mrs. Susan Hartley, Member (Absent—Vacation)

3. STAFF PRESENT

Patrick Maher, Personnel Director
Marina Mihalevsky, Personnel Analyst

4. PRELIMINARY

A. Flag Salute

5. STAFF REPORTS

A. Personnel Director

Mr. Maher reported that since January 1, 2006, the Commission had completed or was currently processing 29 recruitments, compared with 22 recruitments for all of 2005. Mr. Maher indicated that 9 of these were completed since June 1. Mr. Maher also reported that the average time from posting to promulgation of an eligibility list was 51 days, and that the average time from close of posting to promulgation of the eligibility list was 22 days. During the summer, the average time from posting to promulgation of an eligibility list was 42 days, and that the average time from close of posting to promulgation of the eligibility list was 15 days.

Mr. Maher stated that this workload was maintained during a period in which there was turnover in the personnel analyst position, an essential position in recruitment and testing, and with the vacancy in the intern position, and during peak vacation time for staff. He indicated that this high productivity rate was due to the superior work ethic of Carol Mendias and Marina Mihalevsky, the efforts toward increased technology, especially the use of NeoGov's on-line application process and unified applicant tracking capabilities. He stated that Information Technology (IT)

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staff had informed him that with the exception of their operation, the Commission was the most technology advanced organizational entity in the District. He credited the on-going and excellent support of IT staff with being a major reason that the Commission was able to achieve this technological level.

Mr. Maher gave as an example of the Instructional Assistant examination (06-024) of the high productivity of staff. Nearly 30 persons were scheduled for an interview that under traditional examination procedures, would have required 2 interviewers for 2 full days (a total of 4 staff days). By developing a situational judgment interview that permitted a single interviewer per candidate, the 3 members of the Commission staff conducted the interviews of nearly 30 scheduled candidates in less than one half a day, for a total of 1.5 staff days.

B. Personnel Commission

Mrs. Alvarado welcomed the District staff, CSEA, teachers and students back to school and wished everyone a great year.

Mrs. Wallery thanked the District for inviting the Commissioners to the Districts "Welcome Back" breakfast.

6. APPROVAL OF AGENDA

On the motion of Mrs. Alvarado, and seconded by Mrs. Wallery, and unanimously carried, the Commission approved the agenda for the regular meeting of September 5, 2006 as submitted.

7. APPROVAL OF MINUTES

On the motion of Mrs. Alvarado, and seconded by Mrs. Wallery, and unanimously carried, the Commission approved the minutes of the regular meeting of August 1, 2006 as submitted.

8. REQUESTS TO SPEAK

Robert Watanabe, Superintendent, confirmed that the Board approved an increase for travel and conference expenditures from \$5000 to \$7500 for Board Members.

Mr. Watanabe addressed the declining enrollment problem and discussed the District's active recruitment initiatives. Mr. Watanabe stated that 180 new students have been enrolled, but that the District is still 128 students short of

the projected enrollment. Mr. Watanabe stated that the District is required to submit a strategic plan to LACOE addressing the initiatives that the District will be undertaking in the case that declining enrollment issues take its toll on the Districts financial stability.

Mr. Watanabe informed the Commission of the informational meeting to discuss the new bond, Measure E. If the bond is approved, the District will be eligible for up to \$20 million of matching funds for a total of almost \$40 million, for the districts modernization projects, such as arrogation, electricity, roofing, air conditioning, etc.

Mr. Watanabe also announced that the recent school test scores are indicative of great continuous academic improvement.

Laura Santos, candidate for Personnel Commissioner, stated that she has been getting familiar with the Education Code, Board rules and Commission regulations. Ms. Santos thanked Mr. Maher for letting her come in and read through the hard-copies of past official agendas. Ms. Santos brought to the attention of the Commission that the Board just recently had an adjustment in the training expenditure allotment and felt that a similar adjustment in training expenditures for the Commissioners was in order.

9. INITIAL STEP PLACEMENT

On the motion of Mrs. Alvarado, and seconded by Mrs. Wallery, and unanimously carried, the Commission approved the initial step placement for Jue Connie Wu, Director of Fiscal Services, to Step C effective her date of hire.

10. EXPENDITURES TO ATTEND TRAINING

On the motion of Mrs. Alvarado, and seconded by Mrs. Wallery, and unanimously carried, the Commission approved attendance at conferences, actual and necessary expenditures in the amount of \$195.00 incurred by such attendance to be paid by the Commission unless otherwise specified, as attached, and in accordance with Education Code Section 45255.

11. ELIGIBILITY LISTS

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

Custodian II	Exam #06-022
Instructional Assistant	Exam #06-024
Instructional Assistant - CL(K-12)	Exam #06-025
Attendance Records Technician	Exam #06-027
Instructional Health Assistant-Multiple Handicaps	Exam #06-028
Food Service Assistant I (Substitute)	Exam #06-030

12. EXAMINATIONS

The Commission received the following examination bulletins:

Athletic Trainer	Exam # 06-031
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13. NEXT COMMISSION MEETING

The next regular Personnel Commission meeting will be held on September 19, 2006 at 5:00 p.m. in the Board Room.

14. CLOSED SESSION

The Commission adjourned to closed session at 5:45 p.m. pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Personnel Director

The Commission reconvened into open session at 6:43 p.m. and reported that no action was taken in closed session.

15. ADJOURNMENT

On the motion of Mrs. Alvarado, and seconded by Mrs. Wallery, and unanimously carried, the Commission adjourn the meeting at 6:44 p.m.