

MINUTES  
BASSETT UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION MEETING  
PERSONNEL COMMISSION OFFICE – ROOM 12 – FLANNER  
JANUARY 17, 2007  
5:00 P.M.

1. The meeting was called to order by Chairperson Wallery at 5:03p.m.

2. MEMBERS PRESENT

Mrs. Vern Wallery, Chairperson  
Mrs. Susan Hartley, Vice-Chairperson  
Mrs. Frances Alvarado, Member

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 he had announced to management that the Commission would pay conference fees and parking (\$41.00 total) for up to 10 classified staff to attend the CSPCA staff training day February 15, 2007, as part of the Association's annual conference. So far 4 classified staff expressed an interest in attending, and the announcement just went out. He stated that each site would be allowed to send at least one of their employees, and depending on how many were interested, additional employees from a site could also attend.

Mr. Maher further reported that the current registration for the CSPCA conference was at almost 250, which was nearly double last year's attendance. He indicated that he had also advised cabinet of the conference and urged all of them to attend, and he had forwarded additional program information to Mr. Watanabe at his request so that the conference could be shared with the Board.

B. Personnel Commission

Mrs. Alvarado welcomed everyone, wished all a happy New Year and offered condolences to Illana Inouye on the loss of her brother. Mrs. Hartley welcomed everyone back and expressed her condolences. Mrs. Wallery welcomed everyone, wished everyone a happy new year and also offered condolences.

6. 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 January 17, 2007 as submitted.

7. 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 December 5, 2006 as submitted.

8. REQUESTS TO SPEAK

Superintendent, Robert Watanabe, reviewed the District goals and highlighted District accomplishments in areas of public relations, budget/facilities, curriculum and instruction academics, human resources, parent involvement, extracurricular activities and awards won by the District and individual employees.

CSEA President, Irma Quesada, addressed Mr. Maher with regard to the status of substitute assignments reporting. Mrs. Wallery stated that she recalled Dr. Byrd stating at the last Commission meeting that she would provide Ms. Quesada with the requested reports. Ms. Quesada stated that the provided report contained information that was vague and did not meet their need as to assess the status of substitute assignments. Mr. Maher inquired of Ms. Quesada as to whether or not she had been contacted by HRD to determine what specific substitute assignments she may have been concerned about. Ms. Quesada responded in the negative.

Mr. Maher stated that since the issues raised by Ms. Quesada were not on the agenda, under the Brown Act the Commission was limited to briefly discussing the issues, but there can be no action taken, but the Commission or staff may provide information, provide direction to staff, or direct that the matter be placed on the agenda at a future meeting. To ensure that there was

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compliance with the Brown Act, Mr. Maher suggested that the Commission direct him to place the matter on the agenda for the next meeting so that discussion or necessary action could be taken. However, Mr. Maher did provide the Commission with the following information:

At the last meeting, the Assistant Superintendent, Human Resources stated that she could provide a report on all substitute assignments the next day. Both Mr. Maher and Ms. Quesada sent emails asking for a copy of that report. There was no response, so both of them sent a second email a few days later. At a meeting on December 13, he was provided with a copy of substitute assignments from late August to mid-December. In response to his questions, he was assured that the report represented every single classified substitute assignment for the period indicated.

The next day, upon reviewing the report, he noted a number of substantial errors that were readily apparent to him without any further research. He sent an email to HRD asking for certain information, pointing out certain errors or problems, and asking to set a meeting as soon as possible. As of this date, he has not received any response from this email sent more than a month ago.

Commission staff also sent an email to HRD last week asking for a list of current Clerical Assistant I substitutes so that the Commission could ensure that those who are not on the recently completed list would not continue to work as substitutes in violation of the Rules. As of this date, HRD has not responded to this request, although they did ask for a list of newly qualified substitutes.

Mr. Maher also brought up the issue at Cabinet last week. Mr. Maher then stated that the Assistant Superintendent, Human Resources had been directed by the Superintendent to make such a contact and determine such information. Mr. Maher stated that by placing this matter on the agenda for the next meeting, the entire matter could then be properly discussed and that unless the Commission stated otherwise, he would assume that he had their direction to do so.

Ms. Quesada also brought a concern regarding an assignment placed for approval before the Board for the meeting on 1/18/07. Ms. Quesada wanted clarification as to whether the individual is a current classified employee seeking an additional assignment as campus aide in which case the hourly rate of \$10.25 is a correct, however, if the individual is being hired only as a campus aide that rate is incorrect and should stand at \$8.25. Ms. Quesada clarified that she did not see anything on the agenda that would indicate that the campus aide assignment in question is for a current classified employee.

Ms. Quesada also brought up a concern that several Account Technician I's at the Business Services office have not been reimbursed for working out of class. Ms. Quesada stated that Dr. Byrd had told her before Christmas break that she would see to it that the employees would be compensated.

Ms. Quesada also requested that Mr. Maher look in to the duties performed by the Attendance Records Technician at the Business Services office, as it is unclear as to what duties the individual performs and whether the duties/responsibilities are within the scope of the job description.

Additionally, Ms. Quesada stated that one of the goals for her as President of CSEA is to see the Personnel Commission and the District administration come together to achieve mutual goals and through mutual assistance achieve greater things for the District. Ms. Quesada also thanked the Commissioners for inviting CSEA to partake in the evaluation process for the Personnel Director.

Given Ms. Quesada's goal for a better relationship between the Commission, the Board and the administration, Mrs. Wallery reiterated that she has previously expressed to Paul Solano, former Board President, and Mr. Watanabe that both she and Mr. Maher have an open door policy and they are welcome anytime to discuss any impending issues. Mrs. Alvarado stated that she believes communication and dialogue lead to a healing process on both ends.

#### 9. APPROVAL OF EXPENDITURES TO ATTEND TRAINING

- A. On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission approved attendance at conferences, actual and necessary expenditures in the amount of \$6,093 incurred by such attendance to be paid by the Commission unless otherwise specified, as attached, and in accordance with Education Code Section 45255.
- B. On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission moved to allocate \$41 per employee for up to 10 classified employees for attendance at PCASC staff training day at Long Beach, CA.

10. ELIGIBILITY LISTS

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

Instructional Assistant –Special Education	06-036
Instructional Assistant –Speech Assessment	06-037
Library Media Technician	06-038
Food Services Assistant I (Substitute)	06-041
Clerical Assistant I	06-043

- B. On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission moved to certify the eligible candidates on the eligibility list of Instructional Assistant-Speech Assessment, Exam #06-037, as eligible for hire in the classification of Instructional Assistant-Special Education, in accordance with PC rule 7.2.11A; as the duties and qualifications of the class for which the examination was given include substantially all of the duties of the position to be filled, and the Personnel Commission finds that the use of the list is in the best interest of the District and that the necessary skills and knowledge were adequately tested in the examination.

11. EXAMINATIONS

The Commission received the following examination bulletins:

School Community Relations Assistant	06-045
Instructional Assistant –Special Education	06-046

12. NEXT COMMISSION MEETING

The next regular Personnel Commission meeting will be held on February 6, 2007 at 5:00 p.m. in the Personnel Commission office.

13. CLOSED SESSION

The Commission adjourned to closed session at 5:53 p.m. pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: Personnel Director

The Commission reconvened into open session at 8:26 p.m. and reported on the following action taken in closed session:

No action taken.

14. ADJOURNMENT

On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission moved to adjourn the meeting at 8:26p.m.