

MINUTES
BASSETT UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
PERSONNEL COMMISSION OFFICE – FLANNER
APRIL 3, 2007
5:00 P.M.

1. The meeting was called to order by Chairperson Wallery at 5:01 p.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

Personnel Director

Mr. Maher reported that the Commission is getting ready for the annual barbeque, and the annual budget, which has not changed since 2002.

Personnel Commission

Mrs. Wallery congratulated Ms. Mihalevsky on her engagement.

6. APPROVAL OF AGENDA

On the motion of Mrs. Alvarado and seconded by Mrs. Hartley, and unanimously carried, the Commission approved the agenda of the regular meeting of April 3, 2007 as submitted.

7. APPROVAL OF MINUTES

On the motion of Mrs. Alvarado and seconded by Mrs. Hartley, and unanimously carried, the Commission approved the minutes of the regular meeting of March 6, 2007 as submitted.

On the motion of Mrs. Alvarado and seconded by Mrs. Hartley, and unanimously carried, the Commission approved the minutes of the special meeting of March 28, 2007 as submitted.

8. REQUESTS TO SPEAK

Robert Watanabe, Superintendent, thanked the District, and the CSEA for working together in getting a compromise on the PC rules concerning the probationary employees. Mr. Watanabe noted that recently there had been some questions as to whether the District supports the PC and the concept of the Merit System. In response to such concerns, Mr. Watanabe shared contents of a letter addressed to Ms. Quesada and the CSEA membership, proclaiming support for the PC and the concept of the merit system. Mr. Watanabe further stated that the "District supports the process whereby those serving in classified service should be selected and promoted based on their merit and that all applicants deserve fair treatment. Bassett demonstrates dedication to these principles daily and will continue to do so."

Mr. Watanabe reported on the Bassett HS WASC accreditation process, stating that the HS administrative team put together a solid action plan and self study, and the report from the committee was very positive. Mr. Watanabe noted that Mr. Maher attended the accreditation committee meeting and wrote an email to Carolyn Pruitt, HS Principal, praising her efforts.

Mr. Watanabe also reported on the success of Torch Middle School and their pursuits for distinguished school status. Additionally, Mr. Watanabe reported on various other activities and accomplishments taking place in the District.

Irma Quesada, CSEA President, stated that on March 14, the District and CSEA came to an agreement on the rules for probationary employees. CSEA has requested that a formal agreement be drafted by Dr. Byrd stipulating that CSEA has agreed for the District to have jurisdiction over probationary employee due process for as long as no violations of fair treatment occur, and at the very first occurrence the Personnel Commission will be requested to enforce the rules with regard to probationary employees.

Ms. Quesada inquired about a position in the Accounting department that has been vacant since the beginning of the year, stating that she has heard that the District is looking to add an additional management position. Ms. Quesada requested the PC to look into the situation, stating that she has inquired about the situation in that unit for quite a while and has not received a response. CSEA needs to have the Accounting Technician II position filled. Ms. Quesada also asked the PC to look into the position of Attendance Records Technician at the District office as the duties listed on the job

specification are not consistent with the duties/responsibilities that are being performed by the incumbent.

Ms. Quesada also stated that CSEA will be requesting a full report that will be issued by Nigra, Nigra and White regarding department audits. Ms. Quesada reported that the District has a new labor representative, Beverly Johnson. Ms. Johnson has been making site visits and she has invited Mr. Maher to accompany her, and positive reports have been received from classified employees with regard to the information that was being provided at these meeting both by Ms. Johnson and Mr. Maher.

Ms. Quesada congratulated Mr. Watanabe on being selected for the Educational Summit.

9. REVISION TO COMMISSION RULES

On the motion of Mrs. Alvarado and seconded by Mrs. Hartley, and unanimously carried, the Commission moved to revise Rule 11.6.1 (Discipline of Probationary Employee) of the Personnel Commission Rules as submitted (first reading).

On the motion of Mrs. Alvarado and seconded by Mrs. Hartley, and unanimously carried, the Commission moved to revise Rule 12.2.2 (When Evaluations are to be Made) of the Personnel Commission Rules as submitted (first reading).

10. BUDGET

On the motion of Mrs. Alvarado and seconded by Mrs. Hartley, and unanimously carried, the Commission moved to schedule its public hearing on and adoption of the Commission budget for 2007-2008 on May 1, 2007 at 5:00 pm, Room 12, Flanner.

11. ANNUAL BAR-B-QUE

The Commission sponsored bar-b-que will be held on May 23, 2007. Lunch will be served from 11:00 – 2pm and will consist of hot dogs, burgers, chili beans, macaroni salad, and cake.

12. ELIGIBILITY LISTS

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

Clerical Assistant II (Substitute)	Exam #06-047
Instructional Assistant-Special Education	Exam #06-046

13. EXAMINATIONS

The Commission received the following examination bulletins:

School Community Relations Assistant	Exam # 06-050
Food Services Assistant II	Exam # 06-051
Language Assessment Assistant	Exam # 06-052
Custodian I (Substitute)	Exam # 06-053

14. NEXT COMMISSION MEETING

The next regular Personnel Commission meeting will be held on May 1, 2007 at 5:00 p.m. in the Personnel Commission office.

15. ADJOURNMENT

On the motion of Mrs. Alvarado and seconded by Mrs. Hartley, and unanimously carried, the Commission adjourned the meeting at 5:39p.m.