

MINUTES  
BASSETT UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION MEETING  
PERSONNEL COMMISSION OFFICE – ROOM 12 – FLANNER  
MAY 1, 2007

1. The meeting was called to order by Chairperson Wallery at 5:02p.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. OTHERS PRESENT

See Guest Register

5. PRELIMINARY

A. Flag Salute

6. STAFF REPORTS

A. Personnel Director

Mr. Maher reported on the progress of the classified employee's handbook, stating that a draft is being circulated to management and CSEA for any additional information to be included in the final draft; the handbook will be submitted for approval at the June, 2007 PC meeting and distribution will follow. Mr. Maher asked Ms. Mihalevsky to give a brief report on the Society of I/O Psychologists (SIOP) conference that she attended in New York.

Ms. Mihalevsky reported that the conference attracted a multitude of professionals specializing in selection and assessment providing a great opportunity to explore a number of related topics with regard to current research trends and application in real world setting. Ms. Mihalevsky reported that one of the key issues addressed by conference presenters was

related to web-based tools for job analysis and competency modeling, which is in fact a domain that Bassett USD commission staff has been focusing on a great deal. Ms. Mihalevsky stated that Bassett USD is at the front lines of developing a competency-based job analysis tool that is of great interest to a number of other school districts. Ms. Mihalevsky thanked the Commissioners for providing her with an opportunity to attend such training.

B. Personnel Commission

Mrs. Hartley inquired about having a handbook for substitute employees. Mr. Maher responded that once the handbook for classified employees is finalized, he will start work on one for substitutes.

Mrs. Wallery wished the best to all employees at Bassett USD in light of May being classified employee's month. Mrs. Wallery stated that she was amazed to see in print all the activities that are carried out by the Personnel Commission.

Mrs. Alvarado stated that there is a mistake on the report with regard to her start date/year as a Personnel Commissioner.

Mr. Maher reported that the mistake is in the filing with the State and that he has made the correction to the final annual report, and has made the request to have the correction made with the State.

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 May 1, 2007 as submitted.

8. APPROVAL OF MINUTES

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

B. On the motion of Mrs. Alvarado and seconded by Mrs. Hartley, and unanimously carried, the Commission approved the minutes of the special meeting of April 19, 2007 as submitted.

9. REQUESTS TO SPEAK

Robert Watanabe, Superintendent, reported on both the positive and the negative media coverage that the District has been recently receiving, the upcoming District activities, and received grants. Mr. Watanabe addressed two issues on the agenda for the meeting: one concerning the grievance filled by Ms. Gooch, Accounting Technician I, and the procedures for limited-term-relief assignments (LTR). Mr. Watanabe reported that he met with Ms. Gooch and CSEA representatives at the 3<sup>rd</sup> level of the grievance procedure and arrived at a tentative agreement to resolve the grievance. In addressing the LTR issue, Mr. Watanabe presented the Commissioners with procedural guidelines that were developed in a collaborative manner between the Cabinet and PC staff. However, Mr. Watanabe stated that some Cabinet members feel that the issue of LTR is not under the jurisdiction of the PC.

Irma Quesada, CSEA President, thanked Mr. Maher on the upcoming Employee Handbook, stating that there is a lot of good information for newly hired employees and all classified staff.

10. APPROVE ANNUAL REPORT

On the motion of Mrs. Hartley and seconded by Mrs. Alvarado, and unanimously carried, the Commission moved to approve the annual report of the Personnel Commission for 2006 and submit it to the governing board as amended.

Report was approved with amendment to correct the start date of Mrs. Alvarado's appointment as a Personnel Commissioner, and miscellaneous typos.

11. BUDGET

On the motion of Mrs. Alvarado and seconded by Mrs. Hartley, and unanimously carried, the Commission moved to open a public hearing on the proposed Personnel Commission budget for 2007-2008 at 5:36p.m.

Discussion: Mrs. Hartley inquired about how many more years the Commission will be able to avoid having to increase the budget. Mr. Maher reported that at this time the personnel costs are lower because some staff/commissioners do not take full benefits and hence, if the personnel make-up of the Commission changes, the current budget may not be able to sustain the personnel costs.

Ms. Quesada inquired about how CSEA can go about having a District-wide salary study done since understandably the PC doesn't have the budget to cover such an expense.

Mr. Maher stated that he has submitted Request-for-Proposal to consultants and will have an idea of how much it will cost the District to contract out.

Mr. Maher reminded everyone that in the past the PC has given back \$25-30K to the District; however, that amount may fluctuate depending on the large expenditures that PC incurs in a fiscal year. For example, next year the NeoGov contract will be up for renewal following a 3 year contract.

On the motion of Mrs. Alvarado and seconded by Mrs. Hartley, and unanimously carried, the Commission moved to close the public hearing on the proposed Personnel Commission budget for 2007-2008 at 5:50p.m.

On the motion of Mrs. Alvarado and seconded by Mrs. Hartley, and unanimously carried, the Commission adopted the proposed Personnel Commission budget for 2007-2008 as submitted.

## 12. LIMITED TERM RELIEF

The Commission discussed the assignments of Limited Term Relief positions.

Mrs. Wallery stated that she believes the matter of limited-term-relief assignments to be under the jurisdiction of the Personnel Commission contrary to the belief of some Cabinet members, citing applicable Education code sections.

Mr. Maher also cited a number of Education code statues that grant the Personnel Commission authority to oversee limited-term-relief assignments.

Ms. Quesada stated that the collaboration of Cabinet staff and the PC staff in developing guidelines for LTR assignments is a step in a positive direction to building a better relationship between the District and the PC.

Mrs. Hartley questioned whether the PC can be certain that the District administration will adhere to the procedures specified in the guidelines. Dr. Byrd reiterated that the District will be accountable in upholding the procedures as was agreed to during the Cabinet meeting.

Mrs. Alvarado stated that she would like to extend the District the opportunity to follow through and work in a collaborative manner.

No action was taken.

### 13. AUTHORIZATION OF INVESTIGATION

On the motion of Mrs. Alvarado and seconded by Mrs. Hartley, and unanimously carried, pursuant to Education Code Section 45311 and 45312 the Commission appointed the Personnel Director to conduct an investigation to determine if the rehire rights of Jeanne Gooch under the Rules of the Commission and the Education Code have been violated.

Ms. Quesada asked the PC to pursue an investigation as Ms. Gooch's rights were violated and CSEA would like to have information with regard to the events that took place in order to know who to hold accountable for the violation. CSEA would like for an investigation to take place in order to be assured that such a violation of employee rights would not be encountered by other classified employees.

Mrs. Alvarado asked for some additional details, but Ms. Quesada abstained from providing any additional information as to not taint the investigation.

Mrs. Alvarado inquired whether Mr. Maher was aware of violations that were taken place. Mr. Maher stated that the violations may be twofold, a violation of CSEA contract and the merit system rules. With the information available at this time, a judgment cannot be made as to whether the merit system rehire rights were violated.

### 14. APPROVAL OF VOLUNTEER INTERN

On the motion of Mrs. Alvarado and seconded by Mrs. Hartley, and unanimously carried, the Commission approved Akane Wada to serve as a volunteer intern for the Personnel Commission effective May 1, 2007.

Mrs. Alvarado inquired whether the change in status needs to go before the Board. Dr. Byrd stated that there is no issue as Ms. Wada had previously been processed with the District and the only issue will be to look into PA2 status.

### 15. REVISION TO COMMISSION RULES

On the motion of Mrs. Hartley and seconded by Mrs. Alvarado, and unanimously carried, the Commission moved to revise Rule 11.6.1

(Discipline of Probationary Employee) of the Personnel Commission Rules as submitted (second reading and adoption).

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 (second reading and adoption).

16. APPROVAL OF EXPENDITURES TO ATTEND TRAINING

On the motion of Mrs. Hartley and seconded by Mrs. Alvarado, and unanimously carried, the Commission approved attendance at conferences, actual and necessary expenditures in the amount of \$1070.00 incurred by such attendance to be paid by the Commission unless otherwise specified, as attached, and in accordance with Education Code Section 45255.

17. ELIGIBILITY LISTS

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

Instructional Assistant-Special Education	Exam #06-048
Family Development Specialist	Exam #06-049
School Community Relations Assistant	Exam #06-050
Food Services Assistant II	Exam #06-051
Language Assessment Assistant	Exam #06-052

18. EXAMINATIONS

The Commission received the following examination bulletins:

Food Services Assistant I (Substitute)	Exam #07-001
Secretary III – Promotional	Exam #07-002
Food Services Manager I - Promotional	Exam #07-003

19. NEXT COMMISSION MEETING

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

20. ADJOURNMENT

On the motion of Mrs. Alvarado and seconded by Mrs. Hartley, and unanimously carried, the Commission adjourned the meeting at 6:24p.m.