

MINUTES  
BASSETT UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION MEETING  
PERSONNEL COMMISSION OFFICE – ROOM 12 – FLANNER  
JUNE 5, 2007

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

2. MEMBERS PRESENT

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

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 Superintendent had approved the Commission purchasing its own web service. Our web address would be "bassettpc.com" and anticipated to be operational in July. This action would mean that the Commission web pages, which unlike most other users in the district, could be updated with current information on a more regular and timely basis. The cost would be \$144.00 for two- years of service and would include our domain name registration.

Mr. Maher also reported that at long last the competency dictionary that had been under development for almost 2 years was now finalized and ready for use. He commended Ms. Mihalevsky and Kristin Olson for their

hard work and their innovation in developing the competency modeling framework and indicated that it was his opinion that the framework was among the best in the nation and predicted that many other public private agencies would make use of it, making the district a leader in personnel assessment.

He further stated that the competencies would serve as the linchpin of a consortium among merit districts and perhaps others that would enable the sharing of assessment procedures and validation data, and would enhance the professionalism of all merit system selection procedures in the state. Mr. Maher reported that he had prepared a "white paper" on the consortium and would be distributing that within the next day or two along with the competency dictionary. Informal discussion had already found strong support for the consortium and it was now simply a matter of implementation.

Mr. Maher also expressed his appreciation to Superintendent Watanabe for once again serving as the chief cook, to the many management and confidential staff who chipped in to help during the BBQ, especially maintenance staff and food services staff. He also wanted to express his personal gratitude in particular to Kathy Rentschler, Assistant Food Services Director, for usual hard work and dedication in making the BBQ such a success, indicating that she was the one most responsible for its success.

#### B. Personnel Commission

Mrs. Hartley stated that she enjoyed the BBQ and that she enjoyed seeing everyone.

Mrs. Wallery stated that she too enjoyed the BBQ, even if parking was horrendous due to the large turnout, and thanked management and the Superintendent for their work. She congratulated staff on the work on the competencies and wished everyone a happy father's day.

#### 7. APPROVAL OF AGENDA

On the motion of Mrs. Hartley, seconded by Mrs. Wallery, and unanimously carried, the Commission approved the agenda for the regular meeting of June 5, 2007 as submitted.

8. APPROVAL OF MINUTES

- A. On the motion of Mrs. Hartley, seconded by Mrs. Wallery, and unanimously carried, the Commission approved the minutes of the regular meeting of May 1, 2007 as submitted.

9. REQUESTS TO SPEAK

- A. Communications (Request to Speak Card not required)  
1. Board/Superintendent

Cecilia Ornelas, Director of Student Services read a statement on behalf of Superintendent Robert Watanabe:

Mr. Watanabe apologized for not being able to attend the meeting due to several instructional related conflicts in his schedule. Mr. Watanabe thanked the Commission and staff for an excellent year. He believes that we can work together in a productive fashion for the year and put our differences behind us. He congratulated the Commission on a successful year.

2. CSEA

Irma Quesada, CSEA Chapter President, thanked the Commission and staff for the BBQ, and thanked the Superintendent for the cooking he did. She stated that food was very good and especially appreciated the macaroni salad. Ms. Quesada also thanked the Commission for the opportunity for CSEA to have input in the director's annual performance evaluation. She felt that the District was going in the right direction and felt that the Commission had made history. Ms. Quesada further stated that CSEA had just had their monthly meeting with the Superintendent and that it was a very positive one. She felt good about the direction that the district was heading in.

Mrs. Wallery stated that she was happy about the positive manner things were moving in and that it made her happy to be a Commissioner.

B. General Public

There were no comments from the general public.

10. CLASSIFICATION ACTIONS

- A. On the motion of Mrs. Hartley, seconded by Mrs. Wallery, and unanimously carried, the Commission approved the classification of Maintenance Worker for the position assigned as helper to the electrician.

11. RECLASSIFICATION ACTIONS

On the motion of Mrs. Hartley, seconded by Mrs. Wallery, and unanimously carried, the Commission approved the position currently assigned to Adult School at Flanner and classified as Account Technician I be reclassified to Account Technician II effective June 6, 2007 due to a sudden change in duties occasioned by the assignment of completely new duties.

12. REVISIONS TO CLASSIFICATION SPECIFICATIONS

- A. On the motion of Mrs. Hartley, seconded by Mrs. Wallery, and unanimously carried, the Commission approved the revision to the classification specification for Accounting Technician II as amended.

The phrase “. . . are located in the District Office and . . .” was deleted from “Distinguishing Characteristics.”

- B. On the motion of Mrs. Hartley, seconded by Mrs. Wallery, and unanimously carried, the Commission approved the revision to the classification specification for Secretary III as submitted.

13. REVISIONS TO PERSONNEL COMMISSION RULES

- A. On the motion of Mrs. Hartley, seconded by Mrs. Wallery and unanimously carried, the Commission adopted Chapter 4 (Administration of Salary Plan) of the Personnel Commission Rules as submitted (first reading).
- B. On the motion of Mrs. Hartley, seconded by Mrs. Wallery, and unanimously carried the Commission deleted Chapter 70 (Wage and Salary) Provisions) of the Personnel Commission Rules in its entirety. (first reading).
- C. On the motion of Mrs. Hartley, seconded by Mrs. Wallery, and unanimously carried, the Commission revised Rules 7.3.1 through 7.3.4, and Rule 7.3.6 (Limited Term Assignments) of the Personnel Commission Rules as submitted (first reading).

14. APPROVAL OF CLASSIFIED EMPLOYEE HANDBOOK

On the motion of Mrs. Hartley, seconded by Mrs. Wallery, and unanimously carried, the Commission approved publication of the June 2007 edition of the

classified employee handbook "Welcome to the Classified Service" as submitted.

Mrs. Hartley stated that she was very impressed with the handbook and felt that it was informative and to the point.

15. EXPENDITURES TO ATTEND TRAINING

- A. On the motion of Mrs. Hartley, seconded by Mrs. Wallery, and unanimously carried, the Commission approved payment in the amount of \$1500.00 from its budget to pay the tuition costs for classified staff to attend the Merit Academy starting in August 2007.

Mrs. Hartley inquired into whether there was any interest by classified staff in attending the academy. Mr. Maher responded that last year an invitation was made to management and classified staff, and no one from management was interested, but that two classified staff did attend. He stated that several persons have expressed an interest in attending.

- B. On the motion of Mrs. Hartley, seconded by Mrs. Wallery, and unanimously carried, the Commission approved/ratified attendance at conferences, actual and necessary expenditures in the amount of \$1560.00 incurred by such attendance to be paid by the Commission unless otherwise specified, as attached, and in accordance with Education Code Section 45255.

16. SETTING OF REGULAR MEETING DATES FOR 2007-2008

The Commission established the following dates for its regular meetings for July 2007-June 2008.

All dates are on the first Tuesday except as noted with an asterisk.

July 10, 2007*	January 15, 2008
August 14, 2007*	February 5, 2008
September 12, 2007*	March 4, 2007
October 2, 2007	April 1, 2008
November 6, 2007	May 6, 2008
December 4, 2007	June 3, 2008

17. COPYRIGHT/LICENSE OF COMPETENCY DICTIONARY

On the motion of Mrs. Hartley, seconded by Mrs. Wallery, and unanimously carried, the Commission approved the copyright of Bassett Unified School District Behavioral Competency Dictionary with a license for government

agencies and educational institutions to use the publication for non-profit governmental and educational purposes as submitted.

18. ELIGIBILITY LISTS

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

Clerical Assistant I – Substitute	Exam #06-047
Instructional Assistant, Special Education	Exam #06-048
Custodian I – Substitute	Exam #06-053
Food Services Assistant I – Substitute	Exam #07-001

19. EXAMINATIONS

The Commission received the following examination bulletins:

Instructional Health Assistant, Multiple Handicaps	Exam #07-004
--	--------------

20. NEXT COMMISSION MEETING

The next regular Personnel Commission meeting will be held on July 10, 2007 at 5:00 p.m. in the Personnel Commission office.

21. CLOSED SESSION

The Commission adjourned to closed session at 5:36 p.m. pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: Personnel Director

The Commission reconvened into open session at 7:05 p.m. and reported on the following action taken in closed session:

The Commission thanked the Superintendent and CSEA for providing input into the performance evaluation of the Personnel Director.

22. ADJOURNMENT

On the motion of Mrs. Hartley, seconded by Mrs. Wallery, and unanimously carried, the Commission adjourned the meeting at 7:06 p.m.