

MINUTES
BASSETT UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
PERSONNEL COMMISSION OFFICE – ROOM 12 – FLANNER
AUGUST 14, 2007
5:00 P.M.

1. The meeting was called to order by Chairperson Wallery at 5:00 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

A. Personnel Director

Mr. Maher reported that the Commission staff had been very busy this summer, handling numerous summer assignments, dealing with problems and issue over summer assignments, and recruiting for numerous positions. During the period from June 15 to present, 8 exams had been ratified, 9 were currently at some stage of completion, and 2 new recruitments would be opened this week.

Mr. Maher reported that the merit academy, which he was working on with Dr. T.R. Lin and Patricia Heineke, was going very well. The next session in Ventura already had over 25 paid registrants, and it was still a month until the first session was held, and the Oceanside session had over 40 paid registrants. New instructors have become involved, new material have been added, and instruction methods have been revamped.

Mrs. Alvarado asked what the District gains by having the PC send classified employees to attend the Merit Academy. Mr. Maher explained that the idea is to disperse information about the Merit system to classified employees and members of the CSEA executive board.

B. Personnel Commission

Mrs. Hartley spoke regarding the Board meeting and the item pertaining to the item on the Board agenda pertaining to the change in title and salary of the Assistant Superintendent, Business Services. She stated that Mr. Maher addressed the Board with regard to the fact that the latter position is a classified position and only the Personnel Commission has the authority to reclassify and recommend salary increases.

Mrs. Hartley stated that she recently saw a job bulletin for a director position in Northern California. The brochure stated that starting salary for the position is comparable to the current pay of the personnel director at Bassett following nearly five years in the position. Mrs. Hartley suggested that the issue of salary for the Personnel Director be considered.

Mrs. Wallery posed the question if a salary study can be conducted for the Director position. Mr. Maher stated that there is a pending District-wide compensation study at the request of CSEA, and classified management and confidential will be included in the data collection phase of the study.

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 August 14, 2007 as submitted.

7. APPROVAL OF MINUTES

A. On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission approved the minutes of the regular meeting of July 10, 2007 as submitted.

8. REQUESTS TO SPEAK

Mr. Maher reported that Superintendent Watanabe was unable to make the meeting due to a scheduling conflict, but that he sent an email and asked that it be read. The Superintendent invited the Commissioners to the Back to School Breakfast on August 30, and of several accomplishments and pending activities by the District.

Ms. Quesada thanked Mr. Maher and staff on putting out the request for proposal for the compensation study and doing so in a timely manner. Ms. Quesada also commended Mr. Maher on how the summer assignments have been distributed. Ms. Quesada expressed her concern regarding the possibility of PC passing the authority over summer assignments to HRD. Ms. Quesada stated that CSEA greatly appreciates the extent of diligence that PC extends in distributing summer assignments. Ms. Quesada stated that she is very thankful for the close and well functioning relationship that currently exists between CSEA and PC, thanking the Commissioners for all their support.

General Public

Geanne Gooch, classified employee, thanked the Commission for providing her the opportunity to attend the Merit Academy.

Ms. Wallery asked that Ms. Gooch disseminate the information to the best of her ability to other classified employees.

9. APPROVAL OF COMPENSATION FOR MISSED MEETING

On the motion of Mrs. Hartley, and seconded by Mrs. Wallery, and unanimously carried, with Mrs. Alvarado abstaining, the Commission approved compensation pursuant to Rule 2.4.6B for Commissioner Frances Alvarado for one (1) missed meeting on May 1, 2007 due to illness.

10. UPDATE ON INVESTIGATION INTO SUMMER ASSIGNMENTS

The Personnel Director provided the Commission an update on the progress of the investigation into the appointment of a limited term relief employee in lieu of a regular classified employee for a summer assignment. Mr. Maher reported on the preliminary findings and stated that a formal report will be placed on the agenda for the following meeting.

11. REVISIONS TO CLASSIFICATION SPECIFICATIONS

On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission approved the revision to the classification specification for Family Development Specialist as submitted.

12. EXPENDITURES TO ATTEND TRAINING

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 \$5,557 incurred by such attendance to be paid by the Commission unless otherwise specified, as attached, and in accordance with Education Code Section 45255.

13. APPROVAL OF COMMISSION STAFF

It is moved that the Commission approve the appointment of Michaela Kuls to the Commission staff as Personnel Intern at the salary rate of \$16.50/hr with effective date of hire to be determined by the Personnel Director.

14. ELIGIBILITY LISTS

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

Food Service Assistant I (Substitute)	#07-001
Instructional Assistant	#07-005
Accounting Technician II	#07-007

15. MERGING OF CUSTODIAN LISTS

On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission approved merging the eligibility list for Custodian I (Exam 06-015) with the current Custodian I continuing testing list with those on the list to have their eligibility terminate on the concurrent list to expire July 19, 2008.

16. EXAMINATIONS

The Commission received the following examination bulletins:

Food Services Manager I	# 07-008
Family Development Specialist	# 07-009
Instructional Assistant – Speech Assessment	# 07-010
Instructional Assistant	# 07-011

17. NEXT COMMISSION MEETING

The next regular Personnel Commission meeting will be held on September 12, 2007 at 5:00 p.m. in the Personnel Commission office.

18. ADJOURNMENT

On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission adjourned the meeting at 5:44 p.m.