

MINUTES
BASSETT UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
PERSONNEL COMMISSION OFFICE – ROOM 12 – FLANNER
JUNE 3, 2008
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
Brandon Tietze, Personnel Analyst

4. PRELIMINARY

A. Flag Salute

5. STAFF REPORTS

A. Personnel Director

Mr. Maher reported that the layoff notices for those employees affected by the recent layoffs had been sent. He also reported that staff was making summer assignments and that most would be filled shortly.

Mr. Maher also stated that after the Commission had approved the budget that he had received notice of some significant increases in payroll taxes or fees and as a result he had to reduce the “impound” amount from \$15,000 to \$11,178. This did not affect the budget’s “bottom line” so there was no need to place the changes on the agenda for action.

He also reported that over 230 meals were served at the BBQ, up from about 200 over last year. Several employees had sent emails or personally told him that they appreciated the efforts for the BBQ. Mr. Maher stated he wanted to extend his thanks and appreciation to Food Services, especially Kathy Rentschler, to Superintendent Watanabe for cooking once again, and to the managers and confidential staff that helped to set up, serve, cook, and clean up.

B. Personnel Commission

Mrs. Alvarado commented that she has received a lot of positive feedback concerning the classified employees BBQ. She reported that employees told her it was wonderful to see the district administrators contributing and working at the event. Mrs. Alvarado also expressed gratitude to the Personnel Commissioners for delaying the evaluation of the Personnel Commission Director from the last meeting due to her absence.

Mrs. Hartley stated that the school board agenda failed to recognize that Mrs. Anna Aguilar, who recently passed away, was at one point a Personnel Commissioner. Moreover, Mrs. Harley noted that Mrs. Aguilar was possibly the first classified employee in the district to later become a Commissioner. Mrs. Hartley commented that she and Mrs. Alvarado had worked with Mrs. Aguilar, who had become an inspiration to many people through her long battle with an illness.

Mrs. Wallery offered her condolences to the family of Mrs. Aguilar. She also wished everyone a happy Father's Day and end of the school year.

Mrs. Alvarado suggested that the Personnel Commission send a card to Mrs. Aguilar's family. Mr. Maher stated that the Commission would take care of that.

6. APPROVAL OF AGENDA

On the motion of Mrs. Hartley, seconded by Mrs. Alvarado and unanimously carried, the Commission approved the agenda for the regular meeting of June 3, 2008 as submitted.

7. APPROVAL OF MINUTES

On the motion of Mrs. Alvarado, seconded by Mrs. Hartley and unanimously carried, the Commission approved the minutes for the regular meeting of May 6, 2008 as submitted.

8. REQUESTS TO SPEAK

On behalf of Mr. Robert Watanabe, BUSD Superintendent, Mr. Maher stated that he wished everyone a good summer, thanked everyone for a good year, and especially wanted to thank the Personnel Commission for the BBQ as he felt it was very well coordinated and executed.

Mr. Ruben Castaneda, CSEA Chapter President, thanked the Personnel Commission for the BBQ. He stated that there was initially some resistance among the union to attend due to the pending layoffs, but he encouraged them to make it the biggest event of the year as the Personnel Commission supports the employees. He also expressed appreciation for the Personnel Commission again taking responsibility for coordinating summer work assignments. Mr. Castaneda noted that CSEA members were appreciative knowing that assignments would be based on seniority.

Mrs. Alvarado commented that she and the employees have appreciated Mr. Maher's handling of the layoff process. She noted that the letter Mr. Maher wrote explaining the layoff process in the CSEA newsletter was very helpful.

9. SETTING OF REGULAR MEETING DATES FOR 2008-2009

The Commission established the following dates for its regular meetings for July 2008 - June 2009.

July 1, 2008	January 14, 2009*
August 11, 2008*	February 3, 2009
September 10, 2008*	March 3, 2009
October 7, 2008	April 7, 2009
November 5, 2008*	May 5, 2009
December 2, 2008	June 2, 2009

* Indicates meeting is other than the first Tuesday of the month.

10. ELIGIBILITY LISTS

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

Custodian I (Substitute)

#08-002 (Continuous)

11. EXAMINATIONS

The Commission received the following examination bulletins:

Director of Facilities, Development, & Transportation

#08-013

12. EXPENDITURES TO ATTEND TRAINING

On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, 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 2008.

13. APPROVAL OF COMPENSATION FOR MISSED MEETING

On the motion of Mrs. Harley, seconded by Mrs. Wallery, and carried 2/0 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 6, 2008 due to illness.

14. NEXT COMMISSION MEETING

The next regular Personnel Commission will be held on July 1, 2008 at 5:00 p.m. in the Personnel Commission office.

15. CLOSED SESSION

The Commission adjourned to closed session at 5:19 p.m. pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Personnel Director

The Commission reconvened into open session at 7:10 p.m. and reported that the Commission had completed the evaluation of the Personnel Director.

16. ADJOURNMENT

On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, and unanimously carried, the Commission moved to adjourn the meeting at 7:10 p.m.