

MINUTES
BASSETT UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
PERSONNEL COMMISSION OFFICE – ROOM 12 – FLANNER
JULY 1, 2008
5:00 P.M.

1. The meeting was called to order by Chairperson Wallery at 5:04 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 there was finally a brief lull in the number of open recruitments and that staff was using the time to conclude various projects that had been on-going.

He pointed out that the literature boxes for bulletins had been replaced with new ones. The old ones were not of very good quality and were constantly falling apart. He felt that the new ones were not only much sturdier, but also gave a more professional appearance.

Mr. Maher also indicated that he had been elected to the board of CODESP as had Marina Mihalevsky, a former analyst at Bassett. In addition, Kristin Olson, another former analyst and T.R. Lin, a former Personnel Director at Bassett, were also on the board, giving a significant "Bassett PC" involvement with the governing structure of CODESP.

B. Personnel Commission

Mrs. Alvarado inquired as to how the summer assignments were going in terms of filling in all positions and experiencing any problems.

Mr. Maher responded that the assignments are almost all done and a finalized list will be sent to the union. He further commented that all required positions are being filled at all the sites and no problems have been experienced yet as they are just getting started today.

Mrs. Alvarado asked whether the Personnel Commission office will be open five days a week during the entire summer period.

Mr. Maher responded that at least one staff member will be present most of the time during regular office hours.

Mrs. Hartley asked Dr. Cyndy Byrd, Assistant Superintendent Human Resources, whether the district office will also be open five days a week or four as had been discussed in the past to save utilities.

Dr. Byrd responded that the district office will be on a five day schedule due to confusion over vacation time and number of hours worked on a four day schedule.

Mrs. Wallery offered everyone a happy upcoming holiday.

6. APPROVAL OF AGENDA

On the motion of Mrs. Alvarado, seconded by Mrs. Hartley and unanimously carried, the Commission approved the agenda for the regular meeting of July 1, 2008 as submitted/amended.

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 June 3, 2008 as submitted/amended.

8. REQUESTS TO SPEAK

On behalf of Mr. Robert Watanabe, BUSD Superintendent, Dr. Byrd stated that Torch Middle School was honored last week in Washington D.C. for

being one of the top 150 schools in the nation. She stated that during the trip Mr. Watanabe accompanied students and staff from the school where they gave a standing room only presentation and received a standing ovation. Dr. Byrd also noted that the district will participate in the LA Parent Institute in collaboration with UCLA as one of only a few educational agencies. She also stated that the district is bringing back a PK Program, which educates parents on how to better prepare their children for college and future success. She stated the school year ended well and the summer program is doing good so far. On behalf of Mr. Watanabe, she wished everyone a happy summer and happy Fourth of July and stated he is looking forward to another good year of continued positive relations with the Personnel Commission.

Mrs. Hartley asked what the final enrollment for the district was. Dr. Byrd answered that it was right under five thousand, indicating a loss of about two-hundred and eighty students.

Mrs. Wallery asked what happened to the principal of Edgewood. Dr. Byrd responded that he took a principal position at a Torrance high school.

Mrs. Alvarado inquired as to how many students went to Washington for the ceremony. Dr. Byrd answered that around ten to twelve attended.

Mrs. Alvarado asked if the district lost any teachers. Dr. Byrd responded that the district lost around twenty teachers of which many were retirements.

9. ELIGIBILITY LISTS

Mrs. Hartley inquired if the salary range would remain the same as it was for the previous Director of Facilities, Development, & Transportation as it was only recently increased only a few years ago and seemed particularly high.

Mr. Maher responded that the salary range will remain the same is necessary to attract quality applicants with so much competition across other school districts.

Mrs. Hartley commented that the salary in this position should depend on the area and number of buildings in the district.

Mr. Maher replied that the applicants in the position are more likely interested in the salary rather than the number of buildings and therefore the salary should be competitive to attract more qualified candidates.

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

Director of Facilities, Development, & Transportation #08-013

10. EXAMINATIONS

The Commission received the following examination bulletins:

Personnel Analyst Intern #08-014

11. EXPENDITURES TO ATTEND TRAINING

On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, and unanimously carried, the Commission approved actual and necessary expenditures in the amount of \$935.96 incurred by such attendance to be paid by the Commission unless otherwise specified, as attached, and in accordance with Education Code Section 45255.

12. NEXT COMMISSION MEETING

The next regular Personnel Commission meeting will be held on August 12, 2008 at 5:00 p.m. in the Personnel Commission office.

13. ADJOURNMENT

On the motion of Mrs. Alvarado, seconded by Mrs. Hartley, and unanimously carried, the Commission moved to adjourn the meeting at 5:25 p.m.