

MINUTES  
BASSETT UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION MEETING  
PERSONNEL COMMISSION OFFICE – ROOM 12 – FLANNER  
OCTOBER 7, 2008  
5:00 P.M.

1. The meeting was called to order by Chairperson Wallery at 5:01 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 updated the Commission on the budget overage for 2007-2008. He stated that when they were preparing the budget for 2008-2009 starting in April, there was an in depth examination and projection of the budget expenditures through the end of June and there appeared to be a small projected balance. In addition, he received a budget report on June 15, 2008 and projected that the Commission would still come in under budget. In reviewing the budget overage, the cause was due to two separate personnel cost items that were not made known to the Commission at any time prior to the close of the budget year. The first was the extension for management through June 2008 for the cash-in-lieu benefit (\$4200.00 total) that was supposed to end in June 2007. Apparently it was extended for one year, but this fact was not made known to staff, so they did not plan for that expenditure. In addition, there was a pay increase for management retroactive to July 1, 2007 that was not

announced until July 2008 and not paid until August 2008. However, while this retroactive payment was made after the close of the fiscal year, it was also applied retroactively to last year's budget long after the budget was closed for the year. Thus, staff had no way to adjust or take into account this payment.

Mr. Maher stated that the district will be adjusting the overage by transferring the amount of \$3788.00 to the district from this year's budget. He noted that according to the Superintendent, many units went over budget. Yet, the Commission, because of the nature of its budget, is the only one that has to make good on the overage. Yet, the thousands of dollars we have returned for being under budget for the past 7 years are not carried over and do not act as a "credit" over our overage this year.

Mr. Maher reported that staff members are working on developing a training program for classified staff in a project with the CSULB Industrial Organization Program, and that Mr. Tietze is coordinating that effort.

Mr. Tietze explained that the training program will be an "employee success center" where they may view and download different reference sources and guides to aid their professional development. He noted that students from CSULB, including Mr. Nabity, the Personnel Analyst Intern, are currently creating a conflict management workshop for classified employees, which should also address student conflict awareness.

#### B. Personnel Commission

No comments were made.

#### 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 October 7, 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 of the regular meeting of September 3, 2008 as submitted.

8. REQUESTS TO SPEAK

Mr. Robert Watanabe, BUSD Superintendent, announced the upcoming new Torch building Grand Opening Gala on October 15, the Back to School night at Nueva Vista and Bassett High School on October 9, and the PTA dinner on October 21. He noted that enrollment numbers are larger than were expected, which should help financially in the following year. Mr. Watanabe also commented on budget findings announced by the State government and the relatively stable position the district remains in.

9. APPROVAL OF INTERAGENCY AGREEMENT

On the motion of Mrs. Alvarado, seconded by Mrs. Hartley and unanimously carried, the Commission approved the Interagency Agreement between Bassett USD and Inglewood USD for services between the respective Personnel Commissions as submitted.

10. NEXT COMMISSION MEETING

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

11. ADJOURNMENT

On the motion of Mrs. Alvarado, seconded by Mrs. Hartley and unanimously carried, the Commission adjourned the meeting at 5:36 p.m.