

MINUTES
BASSETT UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
PERSONNEL COMMISSION OFFICE – ROOM 12 – FLANNER
MARCH 3, 2009
5:00 P.M.

1. The meeting was called to order by Chairperson Hartley at 5:00 p.m.

2. MEMBERS PRESENT

Susan Hartley, Chairperson
Vern Wallery, Vice-Chairperson
Fred Lujan, 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 expressed the desire of the Personnel Commission staff to work constructively and collaboratively with the District Administration and CSEA leadership. He noted that Mr. Tietze has been working hard to update forms and procedures to function more effectively, such as the newly created structured interview rating guides. He stated that the guides will also be available on the website as a resource for other personnel agencies who will likely have a strong appreciation for the material.

Mr. Tietze explained that the new Interview Rater Training Series had been created with the help of Jeffrey Nabity, the Personnel Analyst Intern. He stated that the training series provides clear, specific, and consolidated instructions for panel and situational judgment interview raters, along with a guide for managers to use in final placement interviews.

Mr. Tietze stated that the ongoing classification studies for the positions of Campus Aide and Child Development Tutor are in its final stages. He noted that there had been delays in data collection due to scheduling conflicts caused by events taking place at the school sites.

B. Personnel Commission

Mrs. Hartley expressed gratitude to Mr. Tietze for developing the interview rater guides after experiencing inconsistent approaches in various school districts as a rater herself.

6. APPROVAL OF AGENDA

On the motion of Mr. Lujan, seconded by Mrs. Wallery and unanimously carried, the Commission approved the agenda for the regular meeting of March 3, 2009 as amended.

7. APPROVAL OF MINUTES

On the motion of Mr. Lujan, seconded by Mrs. Wallery and unanimously carried, the Commission approved the minutes for the regular meeting of February 3, 2009 as submitted.

8. REQUESTS TO SPEAK

Robert Watanabe, BUSD Superintendent, noted that the District is still anticipating severe budget constraints and is planning accordingly. He noted the job development opportunities available at the Adult School through the wide variety of instructional programs. He also mentioned the upcoming Principal For A Day program that he is responsible for across three school districts.

Mr. Watanabe noted that he had a productive lunch meeting with Mr. Maher and Mr. Tietze to discuss ways to improve the working relationship between the District office and the Personnel Commission. He stated that he looks forward to having a positive relationship with the PC.

Ruben Castaneda, CSEA President, thanked Mr. Maher "for his continued service for CSEA." He noted that Mr. Maher provided assistance and was helpful in offering answers to questions and general service to CSEA.

9. NEXT COMMISSION MEETING

The next regular Personnel Commission meeting will be held on April 7, 2009 at 5:00 p.m. in the Personnel Commission office.

10. ADJOURNMENT

On the motion of Mrs. Wallery, seconded by Mrs. Hartley and unanimously carried, the Commission adjourned the meeting at 5:23 p.m.