

MINUTES
BASSETT UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
PERSONNEL COMMISSION OFFICE – ROOM 12 – FLANNER
JANUARY 13, 2010
5:00 P.M.

1. The meeting was called to order by Vice-Chairperson Wallery at 5:01 p.m.

2. MEMBERS PRESENT

Vern Wallery, Chairperson
Lori Workman, Vice-Chairperson
Fred Lujan, Member

3. STAFF PRESENT

Brandon Tietze, Personnel Director (Provisional)

4. PRELIMINARY

A. Flag Salute

5. STAFF REPORTS

A. Personnel Director

Mr. Tietze stated that the PC office has been very busy in the last month validating testing materials and coordinating five recruitments and three classification studies. He commented on the positive and productive meeting he recently had with CSEA. He noted that the PC has offered to pay for two CSEA Officers to attend the CSPCA (California School Personnel Commissioners Association) Pre-Conference on February 18, 2010.

B. Personnel Commission

Mr. Lujan stated that he hopes everyone had a good holiday and will have a good year. He noted that he has been in contact with a Bassett employee about creating some Personnel Commission shirts with new embroidered logos. He offered to look into getting some PC shirts for the upcoming CSPCA Conference.

Mrs. Workman stated that she is looking forward to the year ahead and to getting all the necessary work done.

Ms. Wallery congratulated the new officers from CSEA and expressed her open door policy regarding any questions or concerns they might have. She wished for everyone to have a happy upcoming Martin Luther King Jr. Day. She noted that the PC has three scholarships for the upcoming CSPCA Merit Academy, which is a very productive experience.

6. APPROVAL OF AGENDA

On the motion of Mr. Lujan, seconded by Mrs. Workman and unanimously carried, the Commission approved the agenda for the regular meeting of January 13, 2010 as submitted/amended.

7. APPROVAL OF MINUTES

On the motion of Mr. Lujan, seconded by Mrs. Workman and unanimously carried, the Commission approved the minutes for the regular meeting of December 1, 2009 as submitted/amended.

8. REQUESTS TO SPEAK

A. Communications (Request to Speak Card not required)

1. Board/Superintendent

Dr. Cyndy Byrd, Assistant Superintendent of Human Resources, stated that Jim Ballard, BUSD Superintendent, sends his wishes for a happy new year. She noted that the District feels it has been working well with Mr. Tietze and the PC staff. She stated that Mr. Ballard has offered for the District to cover the remaining cost for the two CSEA Officers to attend the full CSPCA Conference in addition to the Pre-Conference, which the PC is paying for.

2. CSEA

Ruben Castaneda, CSEA President, offered a happy new year to the Commissioners and Mr. Tietze. He expressed thanks for the working relationship CSEA has with the PC and hopes that it will continue in 2010. He introduced the new CSEA 1st Vice President, Adela Franco, the new 2nd Vice President, Erica Aguilar, and the Treasurer, Laura Caballero. Mr. Castaneda asked that the Commission consider cost as a concern when arranging for the recruitment for the Personnel Director.

Ms. Wallery noted that she recognizes the concern and intends to negotiate a low rate.

9. EXPENDITURES TO ATTEND TRAINING

On the motion of Mr. Lujan, seconded by Mrs. Workman and unanimously carried, the Commission approved attendance at conferences, actual and necessary expenditures in the amount of \$1,547.00 incurred by such attendance to be paid by the Commission unless otherwise specified, as attached, and in accordance with Education Code Section 45255.

10. ELIGIBILITY LISTS

A. On the motion of Mr. Lujan, seconded by Mrs. Workman and unanimously carried, the Commission approved the following eligibility lists:

Lead Bus Driver #09-006

B. On the motion of Mr. Lujan, seconded by Mrs. Workman and unanimously carried, the Commission approved to certify the eligible candidates on the eligibility list of Instructional Assistant-Special Education, Exam #09-001, as eligible for hire in the classification of Instructional Assistant, in accordance with PC rule 7.2.11A; as the duties and qualifications of the class for which the examination was given include substantially all of the duties of the position to be filled, and the Personnel Commission finds that the use of the list is in the best interest of the District and that the necessary skills and knowledge were adequately tested in the examination.

C. On the motion of Mr. Lujan, seconded by Mrs. Workman and unanimously carried, the Commission approved to extend the eligibility list for Custodian II (Exam # 08-017) for 4 months to expire on June 8, 2010.

11. EXAMINATIONS

The Commission received the following examination bulletins:

School Community Relations Assistant	#09-007
Child Development Assistant & Child Development Assistant - Head Start	#09-008
Language Assessment Assistant	#09-010
Campus Monitor	#09-011
Personnel Director	#10-001

12. NEXT COMMISSION MEETING

The next regular Personnel Commission meeting will be held on Wednesday, February 3, 2010 at 5:00 p.m. in the Personnel Commission office.

13. ADJOURNMENT

On the motion of Mr. Lujan, seconded by Mrs. Workman and unanimously carried, the Commission approved to adjourn the meeting at 5:21 p.m.