

MINUTES  
BASSETT UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION MEETING  
PERSONNEL COMMISSION OFFICE – ROOM 12 – FLANNER  
MARCH 3, 2010  
5:00 P.M.

1. The meeting was called to order by Chairperson Wallery at 5:03 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 active in the last month conducting examinations and interviews for multiple recruitments that are currently in the testing phase. He noted that the staff is also preparing for upcoming recruitments focused on providing substitutes for various classifications.

Mr. Tietze observed that the CSPCA Conference he attended included high quality presentations that provided useful information and ideas. He noted that such conferences are important for supplying guidance on new laws, materials, and techniques relevant to the work of the PC.

B. Personnel Commission

Ms. Workman stated that she enjoyed attending the CSPCA Pre-Conference and found it to be beneficial and informative.

Ms. Wallery stated that she attended the CSPCA Conference and felt that it was a positive and productive event that provided important information.

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 March 3, 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 February 3, 2010 as submitted/amended.

8. REQUESTS TO SPEAK

A. Communications (Request to Speak Card not required)

1. Board/Superintendent

Laura Santos, Bassett USD Board Member noted that she has enjoyed reading the PC meeting minutes as they are very informative.

2. CSEA

Adela Franco, CSEA 1<sup>st</sup> Vice President, expressed gratitude to Mr. Tietze for meeting with CSEA multiple times to address issues and concerns.

9. APPROVAL OF REVISIONS TO CLASSIFICATION SPECIFICATIONS

On the motion of Mr. Lujan, seconded by Mrs. Workman and unanimously carried, the Commission approved the revision to the classification specification for Operations Supervisor as submitted/amended.

10. APPROVAL OF NEW CLASSIFICATION SPECIFICATION (FIRST READING)

Item tabled

11. APPROVAL OF EXTENSION FOR PROVISIONAL PERSONNEL  
DIRECTOR STATUS

On the motion of Mr. Lujan, seconded by Mrs. Workman and unanimously carried, the Commission approved a thirty-six (36) working day extension for the appointment of Brandon Tietze as the Personnel Director (Provisional) in accordance with Education Code Section 45288, effective March 4, 2010.

12. APPROVAL OF ANNUAL REPORT

On the motion of Mr. Lujan, seconded by Mrs. Workman and unanimously carried, the Commission approved the annual report of the Personnel Commission for 2009 and submit it to the governing board as submitted/amended.

Ms. Wallery stated that the Annual Report was well put together as usual.

Mr. Tietze thanked Ms. Wallery for her comment and noted that each year the PC tries to add a new component to the report. He stated the new component for the 2009 report is a feedback section that shows how interview raters and applicants feel on average about the examination process.

13. ELIGIBILITY LISTS

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

School Community Relations Assistant	#09-007
Child Development Assistant	#09-008
Language Assessment Assistant	#09-010
Campus Monitor	#09-011

14. EXAMINATIONS

The Commission received the following examination bulletins:

Irrigation Technician	#10-002
-----------------------	---------

15. NEXT COMMISSION MEETING

The next regular Personnel Commission meeting will be held on Thursday, April 1, 2010 at 5:00 p.m. in the Personnel Commission office.

16. CLOSED SESSION

The Commission adjourned to closed session at 5:38 p.m. pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: Personnel Director

The Commission reconvened into open session at 6:30 p.m. and reported on the following action taken in closed session:

No action taken.

17. ADJOURNMENT

On the motion of Ms Workman, seconded by Ms. Wallery and unanimously carried, the Commission approved to adjourn the meeting at 6:30 p.m.