

MINUTES
BASSETT UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
PERSONNEL COMMISSION OFFICE – ROOM 12 – FLANNER
DECEMBER 1, 2010
5:00 P.M.

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

2. MEMBERS PRESENT

Vern Wallery, Chairperson
Lori Workman, Vice-Chairperson
Fred Lujan, Member (absent)

3. STAFF PRESENT

Brandon Tietze, Personnel Director

4. PRELIMINARY

A. Flag Salute

B. The oath of Office was administered by Adela Franco, CSEA Vice President, to Vern Wallery as the CSEA appointee to the Commission, appointed by Bassett USD Board of Education, term of office expiring December 1, 2013.

C. A brief reception for Vern Wallery was held following the administration of the oath of office.

The meeting recessed at 5:12 p.m. for the reception and reconvened at 5:29 p.m.

5. ORGANIZATION OF THE COMMISSION

A. On the motion of Ms. Workman, and seconded by Ms. Wallery, the Commission elected Ms. Wallery as Chairperson for the Personnel Commission for the 2011 term.

B. On the motion of Ms. Wallery, and seconded by Ms. Workman, the Commission elected Mrs. Workman as Vice-Chairperson for the Personnel Commission for the 2010 term.

6. STAFF REPORTS

A. Personnel Director

Mr. Tietze congratulated Ms. Wallery on her reappointments to Commissioner and Chairperson, and Ms. Workman on her reappointment to Vice-Chairperson. He stated that the District is close to selecting a new Assistant Superintendent of Human Resources. He thanked the District for including him in the examination process and noted his confidence in a good final selection being made.

Mr. Tietze observed that it has been a tough year for the District and the department with many adjustments to work with. He thanked the Commissioners and the staff for the help and support they provided. He wished for everyone to have happy holidays.

B. Personnel Commission

Ms. Workman thanked everyone for their support and nomination. She asked Mr. Tietze for a status update on the recruitment for an Intern.

Mr. Tietze noted that the access to Intern candidates is currently very low and it will be better to wait until Spring and Summer when candidates are more available.

Ms. Workman asked if the current workload was too much for the staff.

Mr. Tietze responded that it was manageable in terms of meeting basic needs, but that assistance is needed in order to do more than focus only on top priorities.

Ms. Workman wished everyone a happy holiday season and noted that she hopes much can be accomplished next year.

Ms. Wallery thanked CSEA for her reappointment to Commissioner. She stated she feels good about how things are going and hopes to continue working collaboratively to resolve issues. She wished for everyone to have happy holidays and a happy New Year.

7. APPROVAL OF AGENDA

On the motion of Ms. Workman, seconded by Ms. Wallery and unanimously carried, the Commission approved the agenda for the regular meeting of December 1, 2010 as submitted.

8. APPROVAL OF MINUTES

On the motion of Ms. Workman, seconded by Ms. Wallery and unanimously carried, the Commission approved the minutes of the regular meeting of November 3, 2010 as submitted.

9. REQUESTS TO SPEAK

A. Communications (Request to Speak Card not required)

1. Board/Superintendent

Not present.

2. CSEA

Ruben Castaneda, CSEA President, on behalf of CSEA, thanked Ms. Wallery for accepting her reappointment to Commissioner by CSEA. He noted that he has a small concern with why the substitute Custodians are being moved around so often and why they cannot remain for longer periods. He requested for something in to be sent in email to explain the rationale.

Mr. Tietze stated that there is a difference between temporary and long-term substitute assignments, and that the PC tries to ensure that permanent part-time employees pick up additional long-term sub assignments if they look to be more than temporary. He explained that the issue is that both HRD and the PC don't always know if the vacancy will be a couple of days or a couple of weeks until later. He noted that at first the sub assignment will be filled by a temporary outside substitute on a daily as needed basis, but that those temporary workers may take other assignments in the meantime, leading to a new substitute. He noted that HRD fills vacancies as they know about them and sometimes subs get mixed around in their assignments, even though the goal is to keep things as consistent as possible.

Mr. Tietze noted that he has discussed this concern with Mr. Castaneda earlier and has already ensured that the same substitute Custodian in question would remain in his current assignment.

B. Communications (Request to Speak Card not required)

No comments.

10. EXAMINATIONS

The Commission received the following examination bulletins:

Food Service Assistant I (Substitute)	#10-019
Food Service Manager I (Promotional Only)	#10-020

11. NEXT COMMISSION MEETING

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

12. ADJOURNMENT

On the motion of Ms. Workman, seconded by Ms. Wallery and unanimously carried, the Commission approved to adjourn the meeting at 5:44 p.m.