

**MINUTE RECORD OF MUSD Personnel Commission Meeting  
REGULAR MEETING HELD ON July 22, 2010**

The Personnel Commission of the Madera Unified School District convened in a Regular Board Meeting in the Madera Unified School District Boardroom, 1902 Howard Road, Madera, California on Thursday, July 22, 2010 at 5:00 p.m.

**ROLL CALL**

William Colston, Personnel Commission Chairman  
Robert Blazer, Personnel Commission Vice- Chair  
Al Galvez, Personnel Commissioner

Henry Perea, Director of Classified Personnel  
Mary Siegl, Human Resources Technician II, Personnel Commission

Hilda Cantú Montoy, Esq.  
Peter Denno, Esq., Atkinson, Andelson, Loya, Ruud & Romo

Mike Lennemann, Director of Human Resources  
Dernard Davis, Educational Management Solutions  
Rachel Cam, CSEA President

There were approximately 1 visitor/district employees in attendance  
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**1. CALL TO ORDER OF PUBLIC MEETING –CLOSED SESSION  
IMMEDIATELY CONVENED**

Commission Chairperson, William Colston, called the Public Session of the Personnel Commission Meeting to order at 5:00 p.m. and immediately adjourned to Closed Session.

**2. RECONVENE PUBLIC SESSION / CALL TO ORDER REGULAR MEETING**

**3. PLEDGE OF ALLEGIANCE, OPENING, AND ACKNOWLEDGEMENT OF VISITORS AND MEDIA,**

Commissioner Colston adjourned the Closed Session at 5:29 p.m and reconvened the Regular Meeting by calling the Public Session to order at 5:30 p.m. Commissioner Colston welcomed the visitors, which included the new Human Resources Director, Mike Lennemann and the new CSEA President, Rachel Cam. Commissioner Galvez led the flag salute.

**4. CLOSED SESSION REPORTABLE ACTIONS**

Commissioner Colston stated there were no closed session reportable actions.

**5. ADOPTION OF AGENDA MOTION NO. 1- 2010/11**

**It was moved by Personnel Commissioner, Al Galvez, seconded by Commissioner, Robert Blazer, and unanimously carried to adopt the Agenda, with a minor correction to pg 3 of the minutes.**

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Ayes: Commissioners William Colston, Robert Blazer, Al Galvez  
Noes: None  
Absent: None  
Abstained: None

**6. COMMUNICATIONS**

**Sylvia Mulherin, 28656 Ward St. Madera, CA addressed** the Commission and stated that she was concerned about employees not knowing about when the Personnel Commission meetings were scheduled. She suggested an email to go out to all employees letting them know either when the agenda has been posted. She also felt that the meeting dates have been very sporadic, she would like the meetings to stick to the scheduled date, the third Thursday of the month.

Mr. Perea stated that the agenda is always posted on the Personnel Commission webpage but the Public Information Officer was on vacation this week and did not get the agenda posted to the web site. The agenda is also posted in the window of the district office and on the CSEA webpage.

**7. APPROVAL OF CONSENT AGENDA MOTION NO. 2-2010/11**

**It was moved by Personnel Commissioner, Robert Blazer, seconded by Commissioner Al Galvez to adopt the Consent Agenda.**

Ayes: Commissioners William Colston, Robert Blazer, Al Galvez  
Noes: None  
Absent: None  
Abstained: None

**8. OLD BUSINESS**

**A. Update of Classification Study**

Mr. Darnard Davis gave the Commissioners an update of the Classification study. He also presented some possible appeals process options. The Commission will make the final decision regarding how they will handle any appeals process procedures regarding the Classification Study. Commissioner Colston asked what the timetable is for the completion of this study. Mr. Perea indicated that hopefully in the next 30- 45 days the study will be complete.

**B. Update for future trainings**

Mr. Perea stated that Sandra Edwards is working on developing training programs for first line supervisors and employees to explain performance appraisal processes, selection and hiring, and how to evaluate and discipline employees.

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**9. NEW BUSINESS**

Mr. Perea presented a new job description, District Spanish Translator/ Interpreter for the Commission for their review and approval.

**It was moved by Personnel Commissioner, Robert Blazer, seconded by Commissioner Al Galvez to approve the new job description – District Spanish Translator/ Interpreter. - MOTION NO. 3- 2010/11. DOCUMENT NO. 01-2010/11**

Ayes: Commissioners William Colston, Robert Blazer, Al Galvez  
Noes: None  
Absent: None  
Abstained: None

**9. INFORMATION AND REPORTS**

None were presented.

**10. ANNOUNCEMENTS**

No announcements were made.

**11. MISCELLANEOUS**

No items were presented.

**12. ADVANCED PLANNING**

**Next Personnel Commission Regular Meeting:**

**Monday, August 16, 2010 at 5:00pm  
Madera Unified School District Board Room  
1902 Howard Road  
Madera, CA 93637**

**13. SUGGESTED FUTURE AGENDA ITEMS**

There were no suggestions.

**14. ADJOURNMENT – MOTION NO. 04 – 2010/11**

**Commissioner Colston adjourned the Public Session at 6:29 p.m. Motion made by Commissioner Galvez and seconded by Commissioner Blazer.**

Ayes: Commissioners William Colston, Robert Blazer, Al Galvez  
Noes: None  
Absent: None  
Abstained: None

**MINUTE RECORD OF MUSD Personnel Commission Meeting  
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Dated: July 30, 2010

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Mary Siegl  
Human Resources Technician II

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Henry Perea  
Director of Classified Personnel