

**MINUTE RECORD OF MUSD Personnel Commission Meeting
REGULAR MEETING HELD ON APRIL 26, 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 Monday, April 26, 2010 at 5:00 p.m.

ROLL CALL

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

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

David A. Soldani, Esq., Atkinson, Andelson, Loya, Ruud & Romo

Ron Zaragosa, CSEA President

There were approximately 3 visitors/district employees in attendance.

.....

1. CALL TO ORDER OF PUBLIC MEETING

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

2. PLEDGE OF ALLEGIANCE, OPENING, AND ACKNOWLEDGEMENT OF VISITORS AND MEDIA, SWEARING IN OF PERSONNEL COMMISSIONERS

Commissioner Colston welcomed the visitors, which included Bill Coate. Commissioner Colston also welcomed Sandra Edwards to the Personnel Commission staff. Commissioner Galvez led the flag salute.

3. ADOPTION OF AGENDA – MOTION NO. 39-2009/10

Commissioner Colston indicated that he would like to add the date for the next Personnel Commission meeting to the agenda and also add the Written Complaint procedure under item 6A of Commission Information Reports.

It was moved by Personnel Commissioner, Al Galvez, seconded by Commissioner, Robert Blazer and unanimously carried to adopt the Agenda as discussed.

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

6. COMMUNICATIONS

There were no public comments.

7. APPROVAL OF CONSENT AGENDA –MOTION NO. 40-2009/10

**MINUTE RECORD OF MUSD Personnel Commission Meeting
REGULAR MEETING HELD ON APRIL 26, 2010**

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

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

8. NEW BUSINESS

A. Introduction of Personnel Commission 2010/2011 budget. Schedule for Public Hearing and adoption at May meeting.

Henry Perea, Director of Classified Personnel, presented the proposed 2010/2011 budget to the Commissioners. Mr. Perea recommended that the Commission approve the budget at last year's funding level and recommended that \$20,000 be kept in reserve to assist the District in meeting its budget shortfall.

It was moved by Commissioner Robert Blazer and seconded by Commissioner Al Galvez to schedule a date for the proposed 2010/2011 Personnel Commission budget. – MOTION NO. 41-2009/10

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

B. Update of seniority review process

Mr. Perea indicated that the Personnel Commission office has received an updated seniority list from the Human Resources department. The current seniority list is currently being reviewed by employees and will be brought before the Commission after all changes are made.

9. INFORMATION AND REPORTS

Sandra Edwards presented a draft proposed Personnel Commission Complaint form for the Commissioners to review. The Complaint form covers the five steps of the complaint process and it is based on the Personnel Commission rules.

Commissioner Colston recommended that a signature block be added to the form and also include an area for the name of the employee's representative and the employee's representative's phone number. Also the form should specify that the complaint form is for Classified employees only.

Commissioner Colston also recommended that the Ch 18 rule should be modified to require that the completion of the Complaint form would be the formal way to bring one's complaint before the Commission.

**MINUTE RECORD OF MUSD Personnel Commission Meeting
REGULAR MEETING HELD ON APRIL 26, 2010**

Mr.Perea reported that the Personnel Commission Office has been working on a draft entitled Personnel Commission News. This will cover commonly asked questions regarding layoff. As the district gets closer to layoffs, a group meeting will also be held by Personnel Commission staff for those being laid off to answer questions regarding layoffs and reemployment rights.

10. ANNOUNCEMENTS

None were made.

11. ADVANCED PLANNING

It was decided that the next Personnel Commission Regular Meeting will be held:

**Monday, May 24, 2010 at 5:00pm
Madera Unified School District Board Room
1902 Howard Road
Madera, CA**

13. SUGGESTED FUTURE AGENDA ITEMS

Commissioner Colston indicated that he would like an update on the Classification study.

14. ADJOURNMENT – MOTION NO. 42– 2009/10

Commission Chair Colston adjourned the Public Session at 5:45 p.m. Motion made by Al Galvez and seconded by Robert Blazer.

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

Dated: April 29, 2010

Mary Siegl
Human Resources Technician II

Henry Perea
Director of Classified Personnel

**MINUTE RECORD OF MUSD Personnel Commission Meeting
REGULAR MEETING HELD ON APRIL 26, 2010**

Empty rectangular box for meeting minutes.

**MINUTE RECORD OF MUSD Personnel Commission Meeting
REGULAR MEETING HELD ON APRIL 26, 2010**



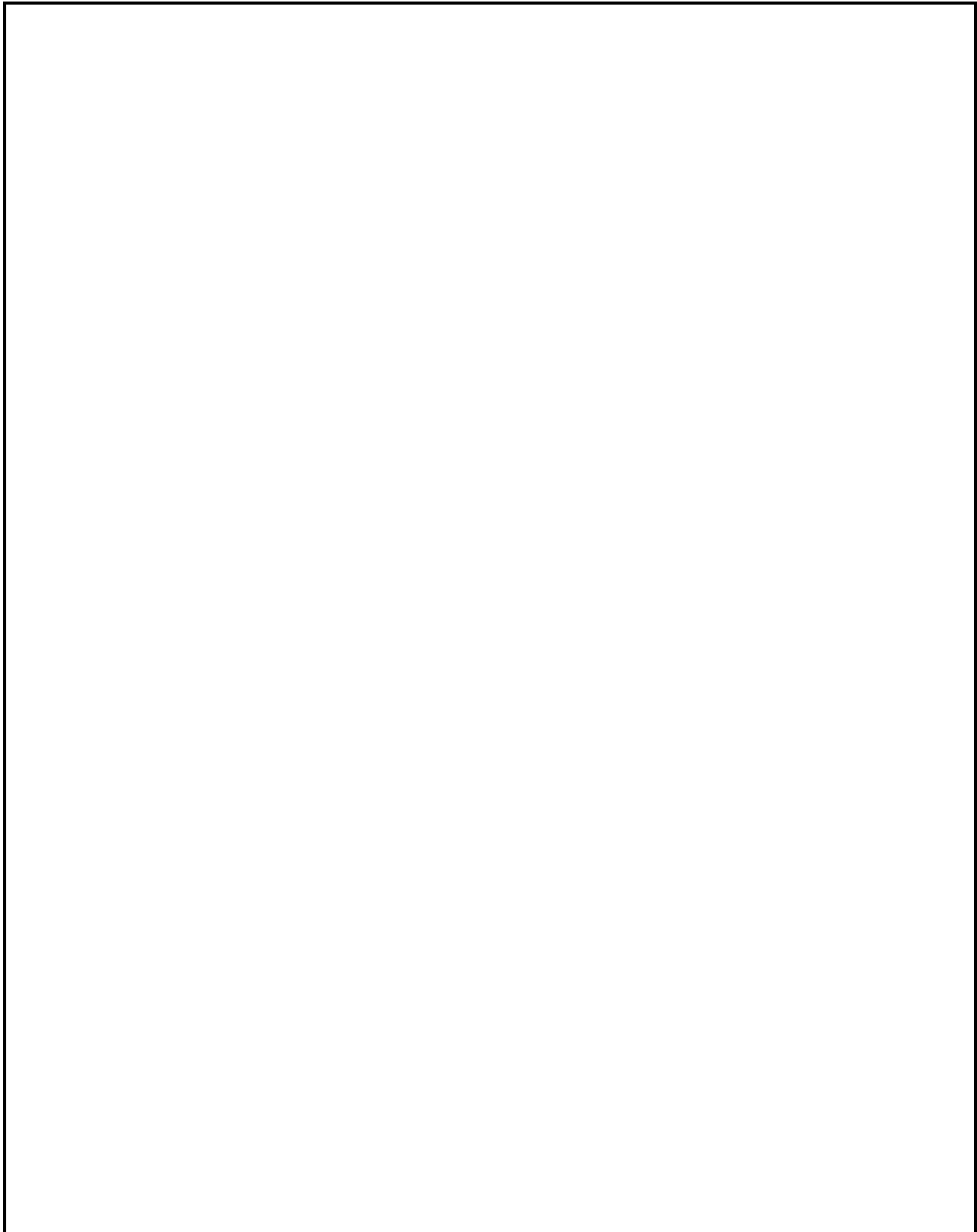
**MINUTE RECORD OF MUSD Personnel Commission Meeting
REGULAR MEETING HELD ON APRIL 26, 2010**

[Empty rectangular box for meeting minutes]

**MINUTE RECORD OF MUSD Personnel Commission Meeting
REGULAR MEETING HELD ON APRIL 26, 2010**

[Empty rectangular box for meeting minutes]

**MINUTE RECORD OF MUSD Personnel Commission Meeting
REGULAR MEETING HELD ON APRIL 26, 2010**



**MINUTE RECORD OF MUSD Personnel Commission Meeting
REGULAR MEETING HELD ON APRIL 26, 2010**

[Empty rectangular box for meeting minutes]

**MINUTE RECORD OF MUSD Personnel Commission Meeting
REGULAR MEETING HELD ON APRIL 26, 2010**

[Empty rectangular box for meeting minutes]

**MINUTE RECORD OF MUSD Personnel Commission Meeting
REGULAR MEETING HELD ON APRIL 26, 2010**