

**MINUTE RECORD OF MUSD Personnel Commission Meeting
REGULAR MEETING HELD ON January 20, 2011**

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, January 20, 2011 at 5:00 p.m.

ROLL CALL

Robert Blazer, Personnel Commission Chairperson
Al Galvez, Personnel Commissioner Vice Chairperson
Philip Janzen, Personnel Commissioner

Mary Siegl, Human Resources Technician II, Personnel Commission
Sandra Edwards, Human Resources Technician II, Personnel Commission

David A. Soldani, Esq., Atkinson, Andelson, Loya, Ruud & Romo
Mike Lennemann, Director of Human Resources

Danna Petty, CSEA Vice-President

There were approximately 2 visitors/district employees in attendance
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**1. CALL TO ORDER OF PUBLIC MEETING –CLOSED SESSION
IMMEDIATELY CONVENED**

Commission Chairperson, Robert Blazer, 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 Blazer adjourned the Closed Session at 5:17 p.m. and reconvened the Regular Meeting by calling the Public Session to order at 5:30 p.m. Commissioner Blazer welcomed the visitors and Commissioner Galvez led the flag salute.

4. CLOSED SESSION REPORTABLE ACTIONS

Commissioner Blazer reported that the Commission has directed Mr. Perea and Mr. Soldani to work together to respond to issues raised by a Madera Unified School District employee.

5. ADOPTION OF AGENDA MOTION NO. 23- 2010/11

It was moved by Personnel Commissioner, Philip Janzen, seconded by Commissioner, Al Galvez, and unanimously carried to adopt the Agenda.

Ayes: Commissioners, Robert Blazer, Al Galvez, Philip Janzen
Noes: None

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Absent: None
Abstained: None

6. COMMUNICATIONS

There were no public comments.

7. APPROVAL OF CONSENT AGENDA MOTION NO. 24-2010/11

It was moved by Personnel Commissioner Philip Janzen seconded by Commissioner Al Galvez to adopt the Consent Agenda, with a correction to section 10 of the minutes to state that Mr. Soldani had also received a copy of the communication from the employee.

Ayes: Commissioners Robert Blazer, Al Galvez, Philip Janzen
Noes: None
Absent: None
Abstained: None

8. OLD BUSINESS

A. Update regarding Classification Study

Sandra Edwards, Human Resources Technician II, presented an update on the Classification Study. She provided information that showed which job families were audited and gave data regarding each of the job families. There were 62 desk audits performed out of a total of 679 employees. Nine percent of the total job descriptions that were subject to the desk audits are going to be reviewed by the Personnel Commission office for possible revision.

9. INFORMATION AND REPORTS

None were presented.

10. ANNOUNCEMENTS

It was announced that the California School Personnel Commissioners Association will be holding their annual association conference Friday, February 25- February 27, 2011 at the Holiday Inn "J Street" in Sacramento.

11. MISCELLANEOUS

No items were presented.

12. ADVANCED PLANNING

Next Personnel Commission Regular Meeting:

**MINUTE RECORD OF MUSD Personnel Commission Meeting
REGULAR MEETING HELD ON January 20, 2011**

**Thursday, February 17, 2011 at 5:00 p.m.
Madera Unified School District Board Room
1902 Howard Road
Madera, CA 93637**

13. SUGGESTED FUTURE AGENDA ITEMS

None were presented.

14. ADJOURNMENT – MOTION NO. 25 – 2010/11

Commissioner Blazer adjourned the Public Session at 5:47 p.m. Motion made by Commissioner Janzen and seconded by Commissioner Galvez.

Ayes:	Commissioners Robert Blazer, Al Galvez, Philip Janzen
Noes:	None
Absent:	None
Abstained:	None

Dated: January 21, 2011

Mary Siegl
Human Resources Technician II

Henry Perea
Director of Classified Personnel