

**MINUTE RECORD OF MUSD Personnel Commission Meeting
REGULAR MEETING HELD ON April 21, 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, April 21, 2011 at 5:00 p.m.

ROLL CALL

Robert Blazer, Personnel Commission Chairman
Al Galvez, Personnel Commission Vice- Chair
Philip Janzen, Personnel Commissioner

Henry Perea, Director of Classified Personnel
Mary Siegl, Human Resources Technician II, Personnel Commission
Sandra Edwards, Human Resources Technician II, Personnel Commission
Alice Rios, Administrative Assistant III, Personnel Commission

David Soldani, Esq., Atkinson, Andelson, Loya, Ruud & Romo
Kelly Porterfield, Acting Superintendent

Andi Albertson, CSEA President
Danna Petty, CSEA Vice- President

There were approximately 3 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 5:20 p.m. and reconvened the Regular Meeting by calling the Public Session to order at 5:30 p.m. Commissioner Janzen led the flag salute.

4. CLOSED SESSION REPORTABLE ACTIONS

Commissioner Blazer stated that the Commission has instructed Mr. Perea to respond to the individual involved in letter form.

5. ADOPTION OF AGENDA MOTION NO. 30-2010/11

It was moved by Personnel Commissioner, Phil Janzen, seconded by Commissioner, Al Galvez to adopt the agenda.

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

6. COMMUNICATIONS

Alice Rios, Personnel Commission Office, announced that she has resigned from her position and that her last day of employment will be Friday, April 29, 2011.

7. APPROVAL OF CONSENT AGENDA MOTION NO. 31-2010/11

It was moved by Personnel Commissioner, Al Galvez, seconded by Commissioner Phil Janzen to adopt the Consent Agenda.

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

8. OLD BUSINESS

A. Update of Classification Study

Sandra Edwards, Human Resources Technician II, presented findings to the Commissioners from EMS regarding the Classification study. New position titles have been created based on the findings from the desk audits that were performed. EMS will be coming in the near future to the Personnel Commission meeting and presenting their full findings from the Classification Study.

Mr. Perea mentioned that the Commissioners would recommend the salary component of the positions from the Classification study and then it will be forwarded to the Board of Education for final approval.

Mr. Galvez questioned if the Administration and Union leadership were agreeable to these new positions. It was confirmed by Ms. Rios that all parties are in agreement.

9. NEW BUSINESS

Mr. Perea introduced the Personnel Commission 2011/2012 Budget to the Commissioners. The budget will be scheduled for public hearing and adoption at the May 19, 2011 meeting.

10. INFORMATION AND REPORTS

Mr. Perea stated that the Commission office is looking at an outside firm to come in and train supervisors regarding the final selection interview and how to screen and perform background checks.

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Also, Mr. Perea wanted to inform the Commission that an employee has an issue with respect to her rights have been violated through the layoff process. There are a couple of issues that go back three or four years and there are issues regarding if seniority was properly applied. District administration, legal counsel and the Personnel Commission office are working together and hopefully this will be finalized next week.

Commissioner Galvez reported on the NSPCA conference that he attended with Commissioner Janzen in February. He presented the Commissioners and Mr. Perea with a Guidebook for Selection of Personnel Commissioners. Mr. Galvez and Mr. Janzen found the information presented very beneficial and recommended that the Personnel Commission Director may want to attend future conferences. Commissioner Galvez stated that in comparison with other Merit Districts that were present at the Conference, he felt that our Commission was performing very well. Mr. Janzen concurred with Commissioner Galvez's statement.

11. ANNOUNCEMENTS

No announcements were made.

12. MISCELLANEOUS

No items were presented.

13. ADVANCED PLANNING

Next Personnel Commission Regular Meeting:

**Thursday, May 19, 2011 at 5:00pm
Madera Unified School District Board Room
1902 Howard Road
Madera, CA 93637**

14. SUGGESTED FUTURE AGENDA ITEMS

There were no suggestions.

15. ADJOURNMENT – MOTION NO. 32 – 2010/11

Commissioner Blazer adjourned the Public Session at 5:52 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

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16, 2011

Mary Siegl

Human Resources Technician II

Dated: May

Henry Perea

Director of Classified Personnel