

**MINUTE RECORD OF MUSD Personnel Commission Meeting
REGULAR MEETING HELD ON May 19, 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, May 19, 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

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

Sylvia Mulherin, CSEA

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 5:15 p.m. and reconvened the Regular Meeting by calling the Public Session to order at 5:20 p.m. Commissioner Galvez led the flag salute.

4. CLOSED SESSION REPORTABLE ACTIONS

Commissioner Blazer stated that the Commission has unanimously voted to retain Henry Perea as the Personnel Director for a two year agreement, with no increase to be made to his compensation.

5. ADOPTION OF AGENDA MOTION NO. 33-2010/11

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

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

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Absent: None
Abstained: None

6. COMMUNICATIONS

No comments were made.

7. APPROVAL OF CONSENT AGENDA MOTION NO. 34-2010/11

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. Public Hearing- Approval of Personnel Commission 2010/11 Budget

Mr. Perea stated that it is a status quo budget and the budget is being funded at the same amount; \$12, 462.00 of the budget was reallocated to cover anticipated increased benefits costs.

An employee inquired if the vacant Administrative Assistant III position in the Personnel Commission office was going to be filled. Mr. Perea stated this position would not be filled before the beginning of the new fiscal year. The Commission has directed Mr. Perea to look at possibly reorganizing the work flow within the office and after the start of the new fiscal year come back to the Commission with a recommendation.

It was moved by Personnel Commissioner, Al Galvez, seconded by Commissioner Phil Janzen to approve the Personnel Commission Budget 2011/2012. MOTION NO. 35-2010/11, DOCUMENT NO. 9-2010/11

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

9. NEW BUSINESS

A. Request Ratification of Resolution No. 1-2010/2011- Classified Employee Week May 15, 2011 through May 21, 2011.

Commission Chairperson Robert Blazer read and presented Resolution No. 1-2010/2011 to CSEA member Sylvia Mulherin.

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10. INFORMATION AND REPORTS

Mr. Perea stated that all of the job descriptions have been completed regarding Classification study. Beginning Monday the Commission office will be meeting with the CSEA President, to go over the descriptions by category, starting with the Maintenance job descriptions. The final report by EMS will not be made until an agreement is reached with CSEA regarding the final job descriptions.

11. ANNOUNCEMENTS

Mr. Perea stated that training is currently being scheduled for Classified Supervisors, Managers and Directors that will cover the Do's and Don'ts of Selection Interviews and Reference Checks. This will be scheduled for Wednesday, June 8, 2011.

12. MISCELLANEOUS

No items were presented.

13. ADVANCED PLANNING

Next Personnel Commission Regular Meeting:

**Thursday, June 23, 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. 36 – 2010/11

Commissioner Blazer adjourned the Public Session at 5:36 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: May 24, 2011

Mary Siegl
Human Resources Technician II

Henry Perea
Director of Classified Personnel