

**MINUTE RECORD OF MUSD Personnel Commission Meeting
REGULAR MEETING HELD ON SEPTEMBER 23, 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, September 23, 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, absent
Mary Siegl, Human Resources Technician II, Personnel Commission
Sandra Edwards, Human Resources Technician II, Personnel Commission

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

Rachel Cam, CSEA President
Lorie Mitchell, CSEA Labor Representative

There were approximately 4 visitors/district employees in attendance
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1. CALL TO ORDER OF PUBLIC MEETING

Commission Chairman, 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.

Commissioner Blazer led the flag salute and Commissioner Colston announced that Mr. Perea's absence had been excused and welcomed Mr. Soldani, Mr. Lennemann and guests, Esther Rey and Sylvia Cortes.

3. ADOPTION OF AGENDA MOTION NO. 13- 2010/11

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

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

4. COMMUNICATIONS

Esther Rey, grandparent from Millview School and Sylvia Cortes, parent from Millview School, Madera, CA 93638 addressed the Commission and stated they are parents and grandparents and that they are requesting that the Secretary in the front

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office at Millview School should speak Spanish. Ms. Rey stated that 98 percent of the student population at Millview School is Hispanic and there are over 800 students at the school. Currently there is only one person in the front office who speaks Spanish. Sometimes that person is at lunch or unavailable and then there is no one available that speaks Spanish.

Ms. Cortes addressed the Commission in Spanish.

Commissioner Galvez stated that he recalled that the Administrative Assistant III position that was approved by the Commission was a bilingual required position. Mr. Lennemann stated that the District met with CSEA and negotiated that through the bumping process seniority would trump special skills. As there is already a bilingual person in the front office, a non- bilingual person was bumped into that position. The job description for the Administrative Assistant III position does not require that the employee be bilingual. Mr. Lennemann stated that a non- bilingual employee has only been in place at Millview School for 3 days.

Cheri Giddens, 6106 N. Lola Ave., Fresno, CA 93722, stated that the district has a basic, general job description for the position of Administrative Assistant. The job descriptions are not specific to each school site.

Mary Siegl, Human Resources Technician II, stated that the Personnel Commission office had advertised the position at Millview in accordance to Personnel Commission rule 3.2.10.

Commissioner Colston stated that the District did not use the Eligibility list in this case because this was a bumping issue. Mr. Soldani stated that for future positions that require bilingual skills, the job description could be changed to reflect this requirement. Commissioner Colston asked Mr. Soldani if according to PC rule 3.2.10, it would be up to the District to request that the positions be bilingual. Mr. Soldani confirmed that the District decides which positions will be bilingual, and then the Commission will implement this decision.

Commissioner Blazer stated that he would like to follow up with Mr. Lennemann regarding this issue at the next meeting.

Commissioner Colston asked that that this issue be brought up on the November agenda as Mr. Galvez will not be present at the October meeting. In the meantime, Mr. Lennemann and Mr. Perea will meet to discuss this issue. Commissioner Colston informed Ms. Rey and Ms. Cortes, that if their concerns are not resolved, for them to return to the Commission at the October 21st meeting or the November meeting.

5. APPROVAL OF CONSENT AGENDA MOTION NO. 14-2010/11

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

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Noes: None
Absent: None
Abstained: None

6. OLD BUSINESS

None.

7. NEW BUSINESS

A. Approval of Personnel Commission Rules booklet – (no new material Added - chapter numbers revised)

It was moved by Personnel Commissioner, Robert Blazer, seconded by Commissioner Al Galvez, and unanimously carried to approve the Personnel Commission Rules booklet. MOTION NO. 15 - 2010/2011, DOCUMENT NO. 6 - 2010/2011

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

B. Approval of new Classified position – School Safety officer Lead

It was moved by Personnel Commissioner, Al Galvez, to approve the School Safety Officer Lead job description with the change to remove MUSD from the 2 years experience required and add licenses to obtain.

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

It was moved by Personnel Commissioner, Robert Blazer, to approve the School Safety Officer Lead job description as is with grammatical changes to the Physical Demands section. MOTION NO. 16 - 2010/2011, DOCUMENT NO. 7 - 2010/2011

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

8. INFORMATION AND REPORTS

Commissioner Blazer asked Mr. Soldani if a legal opinion has been prepared regarding Ms. Pavlovich's questions regarding confidential employees and furloughs which were

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discussed at the August 23, 2010 meeting were resolved. Mr. Soldani informed the Commission that he did communicate the information to Mr. Perea and Mr. Perea did have a meeting with Ms. Pavlovich.

Commissioner Galvez asked whether the Addendum regarding the testing for the position of Spanish Translator- Interpreter had been completed yet. It was agreed that this item would be placed on the next meeting agenda.

Commissioner Blazer asked Mr. Soldani if he had prepared the formal legal opinion regarding the Personnel Commission's jurisdiction regarding the Rosalinda Lopez's complaint. Mr. Soldani stated that he had discussed the matter with Mr. Perea that he had previously stated in the first meeting that the Personnel Commission did not have jurisdiction over the initial complaint. However, a revised document was submitted at the August 23, 2010 meeting that made some additional claims and allegations. Mr. Soldani stated that the additional allegations may have changed the Commission's jurisdiction of the complaint. It is Mr. Soldani's understanding that Ms. Lopez and the district were talking things over and trying to get the issues resolved. Commissioner Colston requested that an update from Mr. Perea regarding the status of Ms. Lopez' complaint be placed on October 21, 2010 meeting agenda and the issue of a potential conflict regarding of Mr. Soldani being the one to determine the Commission's jurisdiction over the matter.

9. ANNOUNCEMENTS

No announcements were made.

10. MISCELLANEOUS

No items were presented.

11. ADVANCED PLANNING

Next Personnel Commission Regular Meeting:

**Thursday, October 21, 2010 at 5:00pm
Madera Unified School District Board Room
1902 Howard Road
Madera, CA 93637**

It was noted that Mr. Galvez will be absent at the next meeting and that he would be informed of the agenda items.

12. SUGGESTED FUTURE AGENDA ITEMS

Commissioner Blazer suggested discussing the rotating Personnel Commission chairperson rules at the November meeting when Mr. Galvez returns.

12. ADJOURNMENT – MOTION NO. 17 – 2010/2011

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Commissioner Colston adjourned the Public Session at 6:11 p.m. Motion made by Commissioner Blazer and seconded by Commissioner Galvez.

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

Dated: October 8, 2010

Mary Siegl
Human Resources Technician II

Henry Perea
Director of Classified Personnel