

**MINUTE RECORD OF MUSD Personnel Commission Meeting
REGULAR MEETING HELD ON Wednesday, October 12, 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 Wednesday, October 12, 2011 at 5:30 p.m.

ROLL CALL

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

Danna Petty, CSEA President

Lynn Cogdill, MUSD Board of Trustees
Mike Lennemann, Director of Human Resources and Labor Relations

There were approximately 8 visitors/district employees in attendance
.....

1. CALL TO ORDER OF PUBLIC MEETING

Commission Vice- Chair, Al Galvez, called the Public Session of the Personnel Commission Meeting to order at 5:30 p.m.

2. PLEDGE OF ALLEGIANCE, OPENING, AND ACKNOWLEDGEMENT OF VISITORS AND MEDIA,

Henry Perea, Director of Classified Personnel, led the flag salute and Commissioner Galvez welcomed Mr. Soldani, Mike Lennemann and School Board Trustee member, Lynn Cogdill. There were no members of the media present.

3. ADOPTION OF AGENDA - MOTION NO. 14- 2011/2012

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

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

**MINUTE RECORD OF MUSD Personnel Commission Meeting
REGULAR MEETING HELD ON Wednesday, October 12, 2011**

4. COMMUNICATIONS

Danna Petty, CSEA President, 216 S "O" St, Madera, CA 93637, asked the Commissioners to consider funding Merit training for CSEA employees. There has been an offer made by John Moseley to instruct employees on the Merit System. He is willing to charge \$50/hour and this would be a two hour session. CSEA is willing to do all the leg work in setting the training up and providing a room and having refreshments, but would like the Personnel Commission to pay for Mr. Moseley.

Lynn Cogdill, Madera Unified School District Board of Trustees Member, 2300 W. 3rd St. Madera, CA 93637. As a board member, Mr. Cogdill, stated that he supports the Merit training and that it is very important that every Trustee member should know the Personnel Commission rules and that he thinks the Board of trustees should have a class on the Merit rules.

As a taxpayer and concerned citizen, Mr. Cogdill stated that he read through the Personnel Commission rule book where it states that no one can be hired higher than a Step 3 on the salary schedule without the approval of the Personnel Commission. As a taxpayer, he would like to know why someone would be hired initially at a Step 7 of the salary schedule. He believes that most employees in the District would not want to see a new employee come in a Step 7 – the top of the salary range, on their first day of employment. As a taxpayer, Mr. Cogdill is asking the Commission to investigate this matter and to use its own and bylaws on pay scale and hiring of new employees.

Rosie Tovar, 18746 Auburn Way, Madera, questioned who would be paying for the Merit training CSEA or Merit. Danna Petty, CSEA President, clarified that she had just asked the Commission to pay for the training out of the Commission's budget. Ms. Tovar also questioned who would be attending the training and would like clarification on this as she is a Job Steward and would like to know if she could have release time to attend. She would like the training to be communicated to the CSEA members because a lot of CSEA employees are upset with Merit and how it is being run. If the training must be run by CSEA, Ms. Tovar will discuss the matter with the CSEA President.

Kimberly Schultz, 1504 W. Central Ave., Madera, stated that she has been employed with the District as a Bus Driver since 1988. She has recommended that her family and friends come and work for MUSD as a school bus driver. Ms Schultz' sister in law came from Minnesota to obtain a bus driver position from MUSD. Her sister in law passed all the tests for bus driver training but was stopped in proceeding with the training by the Merit System because she did not have a high school diploma or GED. Past practice was that Bus Drivers got to be trained, hired, make some money and then go get their GED, why has this

**MINUTE RECORD OF MUSD Personnel Commission Meeting
REGULAR MEETING HELD ON Wednesday, October 12, 2011**

changed? Ms. Schultz' sister in law had to go back to Minnesota because she could not get hired without her GED or high school diploma. Ms. Schultz has talked with several people and is very close to getting a petition going to remove the Merit system. Ms. Schultz stated we need to learn about the Merit system and go through it. We need to allow people the option to obtain their GED while working.

5. APPROVAL OF CONSENT AGENDA – MOTION NO. 15- 2011/2012

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

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

6. NEW BUSINESS

A. Accept resignation of Personnel Commissioner Robert Blazer and update recruitment for replacement.

Henry Perea announced Robert Blazer has resigned from his Commissioner position. The Commissioner position has already been advertised and interviews are being scheduled for Friday, October 14, 2011. At the next Personnel Commission meeting the Commissioners will make a public recommendation of who they intend to select as the Joint appointee and approval will be made at that time. It was agreed that the Personnel Commissioners candidates' names would be released to CSEA.

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Al Galvez to accept the resignation of Commissioner Robert Blazer. MOTION NO. 16-2011/2012

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

B. Discussion and approval of new job descriptions for Information Technology and Support Services

**MINUTE RECORD OF MUSD Personnel Commission Meeting
REGULAR MEETING HELD ON Wednesday, October 12, 2011**

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Al Galvez to approve the new job descriptions for Information Technology and Support Services. MOTION NO. 17-2011/2012, DOCUMENT NO. 46-2011/2012 – 50-2011/2012

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

C. Discussion and approval of new job descriptions for Security Services

Sandra Edwards, Personnel Commission, presented the recommended title changes and minimum qualifications for the Security Services Class.

Henry Perea, Director of Classified Personnel, stated that he wanted to point out that in the past the District rarely followed the qualifications of the job descriptions which was one of the reasons the Merit system was approved. Over the course of time there has been a debate regarding substitution patterns for education. In the past the Commission and the District have both agreed that they want all applicants to have a minimum of a high school diploma or GED for all positions. Ultimately, the Personnel Commission makes the decision of what the minimum qualifications are.

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Al Galvez to approve the new job descriptions for Security Services. MOTION NO. 18-2011/2012, DOCUMENT NO. 51-2011/2012 – 53-2011/12

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

D. Approval of new position and job description – Paraprofessional Special Needs Preschool

Mary Siegl, Human Resources Technician II, stated that a meeting was held with the Director of Special Services to create the proposed job description. This is the first year that Madera Unified has had an autism preschool class and aides working in this position will fall under this proposed job description. In order to

**MINUTE RECORD OF MUSD Personnel Commission Meeting
REGULAR MEETING HELD ON Wednesday, October 12, 2011**

be compliant with the California Code Licensing requirements for state preschools, completion of 6 college units of Child development classes is being required along with the NCLB requirements.

Commissioner Galvez questioned the protocol of the Paraprofessional reporting to the site Administrator. It was agreed to change the language to state this positions report to the Principal or designee.

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Al Galvez to approve the job description for Paraprofessional Special Needs Preschool with the change in the language to include this position reports to the Principal or designee. MOTION NO. 19-2011/12, DOCUMENT NO. 54-2011/2012

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

7. OLD BUSINESS

E. Discussion and approval of new job descriptions for Printing Service

Sandra Edwards, Personnel Commission, presented the recommended title changes and minimum qualifications for the Printing Service.

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Al Galvez to approve the new job descriptions for Print Services. MOTION NO. 20-2011/12, DOCUMENTS NO. 55-2011/2012, 56-2011/2012

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

8. INFORMATION AND REPORTS

Henry Perea, Director of Classified Personnel, stated that there is an issue in the district where a complaint has been filed. There are two issues around the complaint, one is the application of a process and rule and which rule applies. The other issue is jurisdiction, who has jurisdiction over the matter the Personnel Commission or the District. The complaint is currently at a step two following

**MINUTE RECORD OF MUSD Personnel Commission Meeting
REGULAR MEETING HELD ON Wednesday, October 12, 2011**

both the district and Commission procedures and moving to a step 3. The question is, if the employee is not satisfied with the answer where do they go to the Commission or the district? This is a pay issue and Trustee Cogdill raised the issue regarding where someone was placed on the salary schedule when they were initially hired. There is a question regarding whether a district or board policy exists over salary placement, and also if there is anything in the CBA which would govern the issue of salary placement; and the answer to that is no. The Personnel Commission has a rule regarding salary placement. Now there is a discussion regarding which rule applies. The District has a guidance document that was created by a previous Human Resources Director regarding Salary Placement. This could be a jurisdictional issue that may be coming before the Personnel Commission.

Commissioner Galvez asked if the employee making the complaint falls under the Merit system and Mr. Perea confirmed this.

9. ANNOUNCEMENTS

None were made.

10. ADVANCED PLANNING

Next Personnel Commission Regular Meeting:

**Monday November 14, 2011 at 5:30 p.m.
Madera Unified School District Board Room
1902 Howard Road
Madera, CA 93637**

11. SUGGESTED FUTURE AGENDA ITEMS

Henry Perea, Director of Classified Personnel, stated there would be more Classification study work presented at the next meeting.

Commissioner Galvez questioned if the proposed CSEA Merit training should be on the next agenda. Mr. Perea responded that he would get more information and then let the Commissioners decide if that needed to be on the next agenda.

12. ADJOURNMENT – MOTION NO. 21 – 2011/ 2012

Commissioner Galvez adjourned the Public Session at 6:12 p.m. Motion made by Commissioner Janzen and seconded by Commissioner Galvez.

**MINUTE RECORD OF MUSD Personnel Commission Meeting
REGULAR MEETING HELD ON Wednesday, October 12, 2011**

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

Dated: October 24, 2011

Mary Siegl
Human Resources Technician II

Henry Perea
Director of Classified Personnel