

**MINUTE RECORD OF MUSD Personnel Commission Meeting  
REGULAR MEETING HELD ON Thursday, December 15, 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, December 15, 2011 at 5:30 p.m.

**ROLL CALL**

Al Galvez, Personnel Commission Chair  
Philip Janzen, Personnel Commission Vice -Chair  
Herman Mitchell, Personnel Commissioner

Henry Perea, Director of Classified Personnel  
Mary Siegl, Human Resources Technician II, Personnel Commission  
Sandra Edwards, Human Resources Technician II, Personnel Commission

Mike Lennemann, Director of Human Resources and Labor Relations

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

There were approximately 5 visitors/district employees in attendance  
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**1. CALL TO ORDER OF PUBLIC MEETING**

Commission Chairperson, 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,**

Philip Janzen, Personnel Commissioner, led the flag salute. Commissioner Galvez, welcomed attorney, David Soldani and Director of Human Resources and Labor Relations, Mike Lennemann. There were no members of the media present.

**3. 2012 COMMISSION OFFICERS – ROTATION OF PERSONNEL COMMISSION OFFICERS, PC Rule 2.1.5**

**It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Herman Mitchell to appoint Al Galvez to the Personnel Commission Chairperson position and to appoint Philip Janzen to the Personnel Commission Vice-Chair position for the 2012 calendar year.  
MOTION NO. 28-2011/12**

Ayes: Commissioners Al Galvez, Philip Janzen, Herman Mitchell  
Noes: None

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Absent: None  
Abstained: None

**4. ADOPTION OF AGENDA - MOTION NO. 29-2011/12**

**It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Herman Mitchell to adopt the agenda.**

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

**5. COMMUNICATIONS**

No public comments were made.

**6. APPROVAL OF CONSENT AGENDA – MOTION NO. 30- 2011/2012**

**It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Herman Mitchell to adopt the consent agenda.**

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

**7. NEW BUSINESS**

**A. Discussion and approval of new job descriptions for Classified Supervisors**

Sandra Edwards, Personnel Commission, presented the recommended title changes and minimum qualifications for Classified Supervisors

Henry Perea, Director of Classified Personnel, stated that the Classified Director job descriptions would be presented at the January meeting.

Commissioner Galvez questioned why the Transportation Supervisor position only required an A.A. degree on the salary schedule when other Supervisory 9 positions require a Bachelor's degree. Sandra Edwards clarified that the Transportation Supervisor positions requires vocational training and experience in addition to the A.A degree

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**Rachel Donatelli, Program Manager**, addressed the Commissioners regarding her proposed job description. Ms. Donatelli wanted to share that when comparing to Fresno Unified, Ms. Donatelli, due to budget constraints, does not have people under her to help assist. In the past, there were Outreach Consultants previously used as support positions, but these positions were eliminated, but the funding is still in the budget until 2014. There was a thought that these Outreach Consultants may come back by the year 2014, but there is no mention of these positions in the job descriptions The Dropout Prevention specialist certificate that is listed here should probably not be listed on the job description, because the position is not an Outreach Consultant. Currently, we do not have an attendance officer, yet my job description states that I assist the attendance officer. I am currently acting as the attendance officer and not being paid for it. I would ask you to consider what you have before you.

**It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Herman Mitchell to approve the new job descriptions for Classified Supervisors with changes to the Program Manager Job description to remove the Dropout Prevention specialist certificate required. MOTION NO. 31-2011/12, DOCUMENTS NO. 74-81, 2011/12**

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

**B. Discussion and approve change to Personnel Commission Rule 5.1.1.2 allowing position announcements to be posted for 10 calendar days.**

**Mary Siegl, Personnel Commission**, explained that the current Personnel Commission rule requires that jobs be posted for 15 working days. When there are holidays included in a month such as Thanksgiving, this causes significant delays. Both the District and CSEA are in support of this requested amendment to the current Personnel Commission rule 5.1.1.2.

**It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Herman Mitchell to approve the amendment to Personnel Commission rule 5.1.1.2 to allow position announcements to be posted for 10 calendar days. MOTION NO. 32-2011/12, DOCUMENTS NO. 82-2011/12**

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

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**C. Discuss and approve 2012 Personnel Commission Meeting Calendar**

It was agreed to change the October meeting date from October 18, 2012 to October 11, 2012.

**It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Al Galvez to approve the 2012 Personnel Commission calendar. MOTION NO. 33-2011/12, DOCUMENTS NO. 83-2011/12**

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

**8. OLD BUSINESS**

**Henry Perea, Director of Classified Personnel**, stated that at the last meeting there was discussion about a complaint filed by an employee. Conflict counsel and district counsel will be coming together to review the case, this meeting will take place December 23, 2012. We will be discussing the issue with the employee who filed the complaint. If a resolution cannot be agreed upon, this complaint will be coming before the Commission.

Sandra Edwards will be working on developing new job descriptions for the afterschool program that the district will be taking over from Madera County.

Sandra Edwards reported that meetings have been taking place with the District regarding the physical demands in the workplace. So far, Maintenance and Operations and Nutritional Services have been completed, next week Special Services will be completed.

**9. INFORMATION AND REPORTS**

None were presented.

**10. ANNOUNCEMENTS**

None were made.

**11. ADVANCED PLANNING**

**Next Personnel Commission Regular Meeting:**

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**Wednesday, January 18, 2012 at 5:30 p.m.  
Madera Unified School District Board Room  
1902 Howard Road  
Madera, CA 93637**

**12. SUGGESTED FUTURE AGENDA ITEMS**

None were presented.

**13. ADJOURNMENT – MOTION NO. 34 – 2011/ 2012**

**Commissioner Galvez adjourned the Public Session at 6:00 p.m. Motion made by Commissioner Janzen and seconded by Commissioner Galvez.**

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

Dated: January 10, 2012

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Mary Siegl  
Human Resources Technician II

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Henry Perea  
Director of Classified Personnel