

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting Held on Wednesday, January 20, 2016**

The Personnel Commission of the Madera Unified School District convened in a Regular Board Meeting in the District Boardroom, 1902 Howard Road, Madera, California on Wednesday, January 20, 2016 at 5:00 p.m.

ROLL CALL

Philip Janzen, Personnel Commission Chair
Bruce Koch, Personnel Commission Vice-Chair
Lynn Cogdill, Personnel Commissioner

Henry Perea, Director of Classified Human Resources, Absent
Mary Siegl, Human Resources Specialist, Personnel Commission
Sandra Edwards, Human Resources Specialist, Personnel Commission
Vicky Zamora, Office Technician, Personnel Commission

Kent Albertson, Chief Human Resources Officer
Steven Alexander, Director of Information and Technology

Danna Petty, CSEA President

There were 6 other visitor/ district employee in attendance.
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1. CALL TO ORDER OF PUBLIC MEETING

Personnel Commissioner, Philip Janzen, called the meeting to order at 5:00 pm.

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

Director of Classified Human Resources, Henry Perea, led the pledge of allegiance. There were no members of the media present.

3. ADOPTION OF AGENDA

Prior to the adoption of the agenda Henry Perea, Director of Classified Human Resources, requested that item E be added to the agenda – Approve Initial Salary Placement for Database Administrator – Approval of above step 3 placement for Database Administrator and discuss this item first on New Business.

It was moved by Personnel Commissioner Philip Janzen and seconded by Commissioner Bruce Koch to adopt Item E under New Business on the agenda.
MOTION NO. 35 -2015/16

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Ayes: Commissioners Lynn Cogdill, Philip Janzen, Bruce Koch
Noes: None
Absent: None
Abstained: None

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Lynn Cogdill to adopt the agenda. MOTION NO. 36 -2015/16

Ayes: Commissioners Lynn Cogdill, Philip Janzen, Bruce Koch
Noes: None
Absent: None
Abstained: None

4. COMMUNICATIONS

Lydia Gil, Madera CA, stated her concerns regarding the written section of the Madera Unified Spanish bilingual skills test.

Danna Petty, CSEA President, explained that the situation regarding the Spanish bilingual written test has been resolved. The Personnel Commission has developed a new written portion of the test for 2016.

5. CONSENT AGENDA

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Lynn Cogdill to adopt the consent agenda. MOTION NO. 37-2015/16

Ayes: Commissioners Lynn Cogdill, Philip Janzen, Bruce Koch
Noes: None
Absent: None
Abstained: None

6. NEW BUSINESS

E. Approve initial salary placement for Database Administrator-Recommendation Step 7

Steven Alexander, Director of Information and Technology, requested that he be allowed to offer step 7 for a qualified applicant in the position of Database Administrator. The applicant is currently at an equivalent to step 6 in his current position and his current employer has counter offered with a high salary.

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It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Lynn Cogdill to authorize step 7 initial salary placement for the position of Database Administrator. MOTION NO. 38-2015/16

Ayes: Commissioners Lynn Cogdill, Philip Janzen, Bruce Koch
Noes: None
Absent: None
Abstained: None

A. Presentation of Classified Salary Survey with final action to be taken at February 17, 2016 Personnel Commission meeting

Sandra Edwards, Human Resources Specialist Personnel Commission, presented the Classified Salary Survey.

**B. Discuss and approve revised classified job description-
Transportation Shop Supervisor
Recommend: Supervisory salary range 9**

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Lynn Cogdill to recommend the salary range change to supervisory range 9 for the position of Transportation Shop Supervisor. MOTION NO. 39-2015/16

Ayes: Commissioners Lynn Cogdill, Philip Janzen, Bruce Koch
Noes: None
Absent: None
Abstained: None

**C. Approve initial salary step placement Human Resources Manager
Recommended placement: Step 5**

Kent Albertson, Chief Human Resource Officer, requested that the initial salary step for the new Human Resources Manager be step 5. This is based on the fact that she is taking a pay cut, coming from a Director position at another District. Also the new employee has 11 years of Human Resource experience

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Lynn Cogdill to approve the initial salary step placement for the Human Resources Manager at step 5. MOTION NO. 40-2015/16

Ayes: Commissioners Lynn Cogdill, Philip Janzen, Bruce Koch

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Noes: None
Absent: None
Abstained: None

D. Discuss and approve 2016 Personnel Commission Meeting Calendar

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Lynn Cogdill to approve the 2016 Personnel Commission Meeting Calendar MOTION NO. 41-2015/16, DOCUMENT NO. 25-2015/16

Ayes: Commissioners Lynn Cogdill, Philip Janzen, Bruce Koch
Noes: None
Absent: None
Abstained: None

7. ADVANCE PLANNING

The next Personnel Commission meeting will be scheduled for Wednesday, February 17, 2016 at 5:00 pm.

8. SUGGESTED FUTURE AGENDA ITEMS

Danna Petty, CSEA President, requested that the District and Personnel Commission look into the classified salary schedules that are currently printed. Currently, the salary schedules are created with the assumption of a 261 work day calendar. There are many other classified work calendars which are not included on the salary schedule.

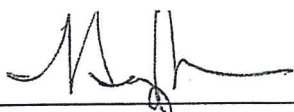
9. ADJOURNMENT

Commissioner Philip Janzen adjourned the Public Session at 5:28 p.m.



Mary Siegl
Human Resources Specialist

Dated: February 12, 2016



Henry Perea
Director of Classified Human Resources