

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting Held on Monday, November 17, 2014**

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 Monday, November 17, 2014 at 5:30 p.m.

ROLL CALL

Bruce Koch, Personnel Commission Chairperson
Al Galvez, Personnel Commission Vice – Chair
Philip Janzen, Personnel Commissioner

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

Kent Albertson, Chief Human Resources Officer
Danna Petty, CSEA President

There was 9 other visitors/ district employee in attendance.
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1. CALL TO ORDER OF PUBLIC MEETING

Personnel Commissioner, Bruce Koch, called the Meeting to order at 5:30 pm.

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

Philip Janzen, Personnel Commissioner, led the pledge of allegiance. There were no members of the media present.

3. ADOPTION OF AGENDA

It was moved by Personnel Commissioner Al Galvez, seconded by Commissioner Philip Janzen/ to adopt the agenda. MOTION NO. 21-2014/15

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

4. COMMUNICATIONS

No comments were made

5. CONSENT AGENDA

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It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Al Galvez to adopt the consent agenda. MOTION NO. 22-2014/15

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

6. NEW BUSINESS

A. Approve revision and step placement to Director of Classified Human Resources Employment Contract

Henry Perea, Director of Classified Human Resources, stated that a few months ago the Commission approved the placement of the Director of Classified Human Resources on the Classified Director salary schedule. After a meeting with Kent Albertson, District Administration decided that the salary schedule should be attached to the current contract and the position would require placement on the Classified Director Salary Schedule. The contract is being revised tonight to allow for COLA increases that are being provided to classified employees.

Kent Albertson, Chief HR Officer, questioned the Commissioners regarding the retroactivity of the contract and also the step placement for Mr. Perea's contract.

Janet Pavlovich introduced herself as Position Control. She stated that she wanted to address the wording on the contract and step placement. She indicated based on the current \$49,000 salary, step placement should be at step 3, which would be a 5.23% adjustment. She proceeded to state that as the position moved through the salary schedule, Mr. Perea would go higher than any of the classified units based on the language in your contract. Commissioner Koch asked Ms. Pavlovich if all employees moved through their salary schedules as she described and if they could receive steps and colas at the same time. Ms. Pavlovich responded yes.

Ms. Pavlovich also stated that she did not believe that the Commission was placing Mr. Perea on the appropriate salary range. She believes that Mr. Perea should be placed on Classified Director range 27.

Mr. Perea stated in the past 5 years there have been no salary increases to this position. Although the Commission did offer increases, Mr. Perea did not accept. It was decided at a previous meeting this position should be in line with other

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positions on the Classified Management Schedule. The positions should be treated as any other position on the classified management schedule.

Ms. Pavlovich questioned the Commission as to why the Commission would not just take the salary he is making now and add a cost of living increase to it.

Commissioner Koch, stated that the Commission would like Mr. Perea to get on a schedule and make it comparable to the other classified units. The Commission also did not want to see the position frozen at a certain level.

Ms. Pavlovich stated that even after approving this contract tonight, the position will not be placed on the District's salary schedule and will be treated the same as the Superintendent's contract.

Commissioner Koch agreed and stated that by allowing this (classified director salary placement range and step) in the contract, the position will be treated in a similar manner as the rest of the classified positions.

Sandra Edwards, Personnel Commission, clarified the hiring process. When a classified employee is hired, they normally receive a salary step increase each year.

Commissioner Galvez, clarified that Mr. Perea has worked for the Commission for 5 years and has not received any step increases or cost of living increases.

It was moved by Personnel Commissioner Al Galvez seconded by Commissioner Al Galvez to adopt the changes to the Director of Classified Human Resources contract. The salary will be range 36 step 1, y-rated to \$49,000 and the recent classified management cost of living increase of 4 % will be added to the position. MOTION NO. 23-2014/15, DOCUMENT NO. 10-16-2014/15

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

It was moved by Personnel Commissioner Philip Janzen seconded by Commissioner Al Galvez to adopt the changes to the Director of Classified Human Resources contract retroactively from July 1, 2014 to June 30, 2015. MOTION NO. 24-2014/15, DOCUMENT NO. 10-16-2014/15

Ayes:	Commissioners Bruce Koch, Al Galvez, Philip Janzen
Noes:	None
Absent:	None

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Abstained: None

B. Approve revisions to classified job descriptions –Director-Child Nutrition, Director of Facilities Planning/Construction Management, Director- Maintenance and Operations, Director- Information and Technology, Director-Purchasing, Director-Transportation. Revise purpose statement to state this job reports to Assistant Superintendent of Administrative and Support Services.

Sandra Edwards, Human Resources Specialist, presented the changes to the Personnel Commissioners.

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Al Galvez to adopt the changes to the classified director job descriptions. MOTION NO. 25-2014/15, DOCUMENT NO. 11-16-2014/15

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

7. INFORMATION AND REPORTS

No reports were presented.

8. ANNOUNCEMENTS

Sandra Edwards was honored with a service award for her 35 years of service to Madera Unified School District.

Commissioner Al Galvez was honored for his 5 years of service to the Personnel Commission. His term will end on December 9, 2014 when he joins the Madera Unified Board of Trustees.

Danna Petty, CSEA President, announced that CSEA is officially recommending Lynn Cogdill to serve as the CSEA appointee for the Personnel Commission

9. ADVANCED PLANNING

The next Personnel Commission meeting will be scheduled for Monday, December 15, 2014 at 5:30 pm

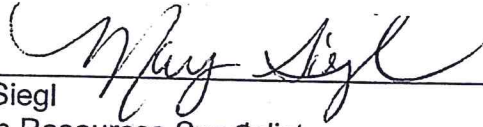
9. SUGGESTED FUTURE AGENDA ITEMS

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None were suggested.

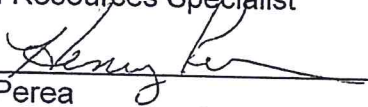
10. ADJOURNMENT

Commission Chairman Koch adjourned the Public Session at 6:12 p.m.



Mary Siegl
Human Resources Specialist

Dated: December 9, 2014



Henry Perea
Director of Classified Human Resources