

**Minute Record of MUSD Personnel Commission Meeting  
Regular Meeting Held on Wednesday, February 18, 2015**

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, February 18, 2015 at 5:00 p.m.

**ROLL CALL**

Lynn Cogdill, Personnel Commissioner  
Bruce Koch, ABSENT  
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

Al Galvez, Madera Unified Board of Trustees  
Kent Albertson, Chief Human Resources Officer  
Curtis Manganaan, Director of Maintenance and Operations

Danna Petty, CSEA President

There was 5 other visitors/ 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,**

Lynn Cogdill, Personnel Commissioner, led the pledge of allegiance. There were no members of the media present.

**3. Adoption of Agenda**

Henry Perea, asked that item 6- Information and Reports be moved prior to the public comment section. Also, Mr. Perea requested item - 5C, approve revision to the School Safety Officer Lead job description, be removed as the District was not ready to make changes to this position.

It was moved by Personnel Commissioner Philip Janzen seconded by Commissioner Lynn Cogdill to approve the agenda. MOTION NO. 31-2014/15

Ayes: Commissioners Lynn Cogdill, Philip Janzen

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Noes: None  
Absent: Bruce Koch  
Abstained: None

**4. INFORMATION AND REPORTS**

Henry Perea, Director of Classified Human Resources, stated that an issue came up with a current test administered for Maintenance Journeymen - Carpenter. The Personnel Commission works with subject matter experts to develop our examinations. A good faith mistake was made in that, the test material was taken from an online source and used for this examination. Some employees were aware of this and some were not. In order to be fair, we are going to eliminate these test results and develop a new test.

Also, it has been 5 years since a salary survey has been conducted. Sandra Edwards will be taking the lead on developing a new salary survey for Madera Unified School District. We want to make sure our salaries are still competitive and that we have a proper hierarchy.

**5. COMMUNICATIONS**

Dana Petty, CSEA President, acknowledged Chief Human Resource Officer, Kent Albertson, for his professionalism in working with the Union to resolve recent personnel issues.

Curtis Mangannan, Director of Maintenance and Operations, stated that that he had taken part in the development of the examination for the Maintenance Journeymen -Carpenter position and that he had pulled information from online sources. He did not think employees would access this information. He will work with the Personnel Commission to develop a new test for Maintenance Journeymen – Carpenter.

**6. CONSENT AGENDA**

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Lynn Cogdill to adopt the consent agenda. MOTION NO. 32-2014/15

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

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**7. NEW BUSINESS**

**A. Approve revision to classified job description – Gang Intervention Specialist**

Sandra Edwards, Personnel Commission, presented the change to the Commissioners, which revised the reporting structure from Associate Superintendent of Business and Operations to Director of Student Services.

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Lynn Cogdill to adopt the changes to the Gang Intervention Specialist description. MOTION NO. 33-2014/15, DOCUMENT NO. 19-2014/15

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

**B. Approve revision to the classified job description – School Safety Officer**

Sandra Edwards, Personnel Commission, presented the change to the Commissioners, which eliminated the law enforcement and/or security work experience. The new qualifications will require two years of experience working with youth in an organized setting as an employee or volunteer.

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Lynn Cogdill to approve the changes to School Safety Officer job description. MOTION NO. 34-2014/15, DOCUMENT NO. 20-2014/15

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

**8. ANNOUNCEMENTS**

Henry Perea, Director of Classified Human Resources, stated he had met with the Superintendent regarding scheduling a joint meeting between the Personnel Commissioners and the Madera Unified Board of Trustees. It was agreed Mary Siegl would contact the Commissioners with possible meeting dates.



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**9. ADVANCED PLANNING**

The next Personnel Commission meeting will be scheduled for Wednesday, March 18, 2015 at 5:00 pm.

**10. SUGGESTED FUTURE AGENDA ITEMS**

Lynn Cogdill, Personnel Commissioner, recommended that within the next few months a meeting be scheduled with all the other Merit districts in the Central Valley.

**11. ADJOURNMENT**

**Commission Philip Janzen adjourned the Public Session at 5:18 p.m.**

  
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Mary Siegl  
Human Resources Specialist

Dated: March 10, 2015

  
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Henry Perea  
Director of Classified Human Resources