

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting Held on Wednesday, July 6, 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 July 6, 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
Mary Siegl, Human Resources Specialist, Personnel Commission
Sandra Edwards, Human Resources Specialist, Personnel Commission
Vicky Zamora, Office Technician, Personnel Commission

There were no other visitor/ district employees in attendance.
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1. CALL TO ORDER OF PUBLIC MEETING

Personnel Commissioner, Philip Janzen, called the meeting to order at 5:06 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

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Lynn Cogdill to adopt the agenda. MOTION NO. 01 - 2016/17

Ayes:	Commissioners Philip Janzen, Bruce Koch, Lynn Cogdill
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 Bruce Koch and seconded by Commissioner Lynn Cogdill to adopt the consent agenda. MOTION NO. 02 - 2016/17

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

6. NEW BUSINESS

A. Request ratification of partial classified seniority list -Secretary

Henry Perea, Director of Classified Human Resources, stated that every year the District has to update their classified seniority list. In this case, the District had a layoff but the classified seniority list has not been kept up to date. In order to move forward with the one layoff, the District has asked the Commission to approve the one page of the Seniority List for Secretary.

It was moved by Personnel Commissioner Philip Janzen and seconded by Commissioner Bruce Koch to approve the partial list under the condition that the Director of Classified Human Resources send a communication to the Superintendent and School Board and give a deadline to submit the entire classified seniority list. MOTION NO. 03-2016/17, DOC. NO. 01-2016/17

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

7. INFORMATION AND REPORTS

None were presented.

8. ADVANCE PLANNING

Next Meeting: Wednesday, August 17, 2016 at 5:00pm
Madera Unified School District Boardroom
1902 Howard Road
Madera, CA 93637

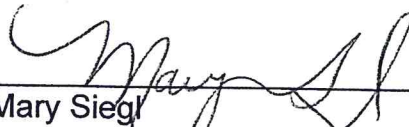
9. SUGGESTED FUTURE AGENDA ITEMS

None were suggested.

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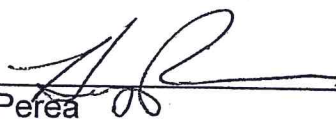
10. ADJOURNMENT

Commissioner Philip Janzen adjourned the Public Session at 5:09 p.m.



Mary Siegl
Human Resources Specialist

Dated: August 8, 2016



Henry Perea
Director of Classified Human Resources