

**Minute Record of MUSD Personnel Commission Meeting  
Regular Meeting Held on Wednesday, July 22, 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, July 22, 2015 at 5:00 p.m.

**ROLL CALL**

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

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

Danna Petty, CSEA President

Kent Albertson, Chief Human Resource Officer

Hilda Cantú Montoy, Esq.

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

Personnel Commissioner, Lynn Cogdill, called the Meeting to order at 5:00 pm. Commissioner Cogdill opened the floor to public comment on the closed session item.

**2. COMMUNICATIONS**

No public comments were made regarding the closed session item.

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

At 5:20 pm Commissioner Lynn Cogdill reconvened the public meeting. Commissioner Bruce Koch led the pledge of allegiance. There were no members of the media present.

**4. CLOSED SESSION REPORTABLE ACTIONS**

Hilda Cantú Montoy, Personnel Commission attorney, stated that the Personnel Commission unanimously agreed not to pursue litigation against the Madera



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Unified District regarding the Merit System petition. The Commissioners did direct Henry Perea to send a letter of serious concern to the Madera Unified Board of Trustees regarding this matter.

**5. ADOPTION OF AGENDA**

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Bruce Koch to adopt the agenda. MOTION NO. 01-2015/16

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

**6. COMMUNICATIONS**

**Shawn Lancaster, MUSD Employee-** Child Nutrition Delivery Driver, spoke regarding a reclassification request for his position that was filed by the previous Child Nutrition Director two years ago. He feels that his position is very similar to the Warehouse Assistant position.

**Andrew Yrigollen, MUSD Employee –** Child Nutrition Delivery Driver, also expressed the same concerns.

**7. CONSENT AGENDA**

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Bruce Koch to adopt the consent agenda. MOTION NO. 02-2015/16

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

**8. NEW BUSINESS**

**A. Complaint Hearing on Appeal of Marisol Iniguez Relating to Step Placement**

Marisol Iniguez, represented herself during the hearing and presented her case. She recently discovered that two Account Technician V's with similar bachelor degrees and experience had been placed at a higher initial salary step when hired. She also noted that the two other Account Technician V's were male. Ms.



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Iniguez requested that she be placed at initial salary step 3 from her date of hire and receive back pay.

Kent Albertson, Chief Human Resource Officer, represented the District in the hearing. He explained that he was not working in his current position when Ms. Iniguez was hired and that new hires are generally placed on Step 1. He explained the process for higher step placement and factors to be considered for higher placement, such as difficult recruitment, applicants already earning a salary higher than the one being offered, education and experience.

Amanda Vela, CSEA Vice President, stated that Marisol Iniguez had first contacted the union when she became aware of the situation and that she hoped the Commission would take into consideration the information that Marisol had presented. Also Ms. Vela stated that there could be other employees in the same situation and she hoped that the Commission could prevent this from happening in the future.

Hilda Cantú Montoy, Esq., concluded the Hearing and stated that a final decision will be rendered before the end of the following week.

**B. Discuss and approve revision to classified job description – Data Technician**

Sandra Edwards, Human Resources Specialist, presented the job description Data Technician

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Bruce Koch to approve the changes to the classified job description Data Technician. MOTION NO. 3-2015/16, DOCUMENT NO. 1-2015/16

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

**C. Discuss and approve revision to classified job description – Delivery Person – Child Nutrition Food Handler**

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Bruce Koch to approve the changes to the classified job description Delivery Person – Child Nutrition Food Handler. MOTION NO. 4-2015/16, DOCUMENT NO. 2-2015/16



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

**D. Discuss and approve revision to classified job description – Risk Management Technician**

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Bruce Koch to approve the changes to the classified job description Risk Management Technician. MOTION NO. 5-2015/16, DOCUMENT NO. 3-2015/16

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

**E. Discuss and approve new classified job description – Bilingual Student Services Liaison  
Recommend: Classified salary range 18**

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Bruce Koch to approve the classified job description Bilingual Student Services Liaison and recommend classified salary range 18. MOTION NO. 6-2015/16, DOCUMENT NO. 4-2015/16

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

**F. Discuss and approve new classified job description - Migrant Liaison  
Recommend: Classified salary range 18**

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Bruce Koch to approve the classified job description Migrant Liaison and recommend classified salary range 18. MOTION NO. 7-2015/16, DOCUMENT NO. 5-2015/16

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



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**G. Discuss and approve new classified job descriptions –  
Paraprofessional Special Services- Community Based, Paraprofessional –  
Autism, Paraprofessional – Social Emotional**

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Bruce Koch to approve the classified job descriptions Paraprofessional Special Services- Community Based, Paraprofessional – Autism, Paraprofessional – Social Emotional. MOTION NO. 8-2015/16, DOCUMENT NO. 6-8-2015/16

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

**H. Discuss and approve Initial Salary Step Placement – Mechanic Lead  
Recommend: Classified salary range 39, Step 5**

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Bruce Koch to approve the initial salary step placement at Step 5 for Mechanic Lead. MOTION NO. 9-2015/16

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

**9. INFORMATION AND REPORTS**

None were presented.

**10. SUGGESTED FUTURE AGENDA ITEMS**

Commissioner Bruce Koch suggested that the policy regarding Initial Salary step placement should be reviewed.

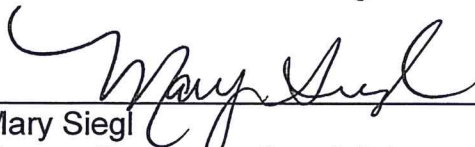
Commissioner Lynn Cogdill suggested that the Personnel Commission look into the issue of adverse discrimination.



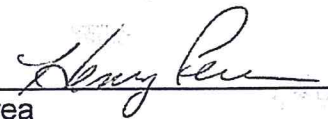
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**11. ADJOURNMENT**

**Commission Chairman Cogdill adjourned the Public Session at 6:29 p.m.**

  
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Mary Siegl  
Human Resources Specialist

Dated: August 20, 2015

  
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Henry Perea  
Director of Classified Human Resources