

**Minute Record of MUSD Personnel Commission Meeting  
Regular Meeting Held on Wednesday, September 23, 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, September 23, 2015 at 5:00 p.m.

**ROLL CALL**

Lynn Cogdill, Personnel Commission Chair  
Philip Janzen, Personnel Commission Vice-Chair, absent  
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

Kent Albertson, Chief Human Resources Officer

Danna Petty, CSEA President

There were 3 other visitor/ 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.

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

Personnel Commissioner Bruce Koch 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. 20-2015/16

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

**4. COMMUNICATIONS**

No comments were made.

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**5. CONSENT AGENDA**

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Lynn Cogdill to adopt the consent agenda. MOTION NO. 21-2015/16

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

**6. NEW BUSINESS**

**A. Discuss and approve new classified job description – Ag Farm Manager.  
Recommend: Classified Salary range 28**

Sandra Edwards, Personnel Commission, presented the new job description.

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Lynn Cogdill to approve the new classified job description – Ag Farm Manager. MOTION NO. 22-2015/16, DOCUMENT NO. 17-2015/16

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

**B. Discuss and approve new classified job description – Business Manager  
Recommend supervisory salary range: 10**

Sandra Edwards, Personnel Commission, presented the new job description.

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Lynn Cogdill to approve the new classified job description – Business Manager. MOTION NO. 23-2015/16, DOCUMENT NO. 18-2015/16

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

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**C. Discuss and approve new classified job description –Human Resources Manager  
Recommend Supervisory salary range 8**

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Lynn Cogdill to approve the new classified job description – Human Resources Manager. MOTION NO. 24-2015/16, DOCUMENT NO. 19-2015/16

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

**D. Discuss and approve revised classified job description –School Safety Officer**

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Lynn Cogdill to approve the revised classified job description – Ag Farm Manager. MOTION NO. 25-2015/16, DOCUMENT NO. 20-2015/16

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

**E. Discuss and approve revised classified job description – Migrant Liaison**

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Lynn Cogdill to approve the revised classified job description – Ag Farm Manager. MOTION NO. 26-2015/16, DOCUMENT NO. 21-2015/16

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

**F. Approve initial salary step placement – LVN- 3 positions  
Recommended placement – Classified Salary Range 31, Step 5**

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Lynn Cogdill to approve the initial salary step placement at Step 5 for 3 new LVN employees. MOTION NO. 27-2015/16



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

**G. Approve initial salary step placement – Family Liaison – 1 position  
Recommended placement – Classified Salary Range 18, Step 5**

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Lynn Cogdill to approve the initial salary step placement at Step 5 for 1 position – Family Liaison. MOTION NO. 27-2015/16

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

**H. Approve limitation of top 12 ranks including ties to oral board for  
Secretary- Attendance – Spanish bilingual skills required**

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Lynn Cogdill to approve the limitation to the top 12 ranks including ties to the oral board for the Secretary- Attendance position. MOTION NO. 28-2015/16

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

**7. INFORMATION AND REPORTS**

Henry Perea, Director of Classified Human Resources, presented a preliminary report on Classified Management positions.

**8. ADVANCE PLANNING**

The next Personnel Commission meeting will be scheduled for Wednesday, October 21, 2015 at 5:00 pm.

**9. SUGGESTED FUTURE AGENDA ITEMS**

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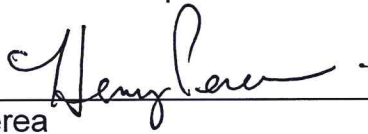
None were suggested.

**9. ADJOURNMENT**

**Commissioner Lynn Cogdill adjourned the Public Session at 5:23 p.m.**

  
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Mary Siegl  
Human Resources Specialist

Dated: October 15, 2015

  
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Henry Perea  
Director of Classified Human Resources