

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting Held on Monday, October 27, 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, October 27, 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
Curtis Manganaan, Director of Maintenance and Operations
Babatunde Ilori, Director of Performance Management and Internal
Communications

There was 0 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,**

Al Galvez, 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 Bruce Koch to adopt the agenda. MOTION NO. 16-2014/15

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

4. COMMUNICATIONS

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No comments were made

5. CONSENT AGENDA

It was moved by Personnel Commissioner Al Galvez, seconded by Commissioner Bruce Koch to adopt the agenda. MOTION NO. 17-2014/15

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

6. NEW BUSINESS

A. PUBLIC HEARING: Discussion, consideration and re-appointment of Bruce Koch to Personnel Commission as Commissioner's Appointee for term December 1, 2014 –December 1, 2017

Commissioner Al Galvez opened the Public Hearing for comment at 5:33pm. No comments were made.

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Al Galvez to approve the re-appointment of Bruce Koch to the Personnel Commission as the Commissioners' Appointee for term December 1, 2014 – December 1, 2017, MOTION NO. 18-2014/15,

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

B. Revise minimum qualifications to Maintenance Journeymen- Classified job description

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 Maintenance Journeymen job description. MOTION NO. 19-2014/15, DOCUMENT NO. 10-2014/15

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

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C. Discuss and approve job description revisions and salary recommendation for Software Developer

Sandra Edwards, Human Resources Specialist, presented proposed changes. It was proposed that the educational requirement be lowered to bachelor's degree in computer science is highly desirable. An increase in salary was also proposed based on a salary survey of the private sector. After discussion, the Commissioners voted to approve the changes to the minimum qualifications, but leave the current salary as it is.

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Al Galvez to adopt the changes to the minimum qualifications to the Software Developer job description and recommend the salary to stay at its current range. MOTION NO. 20-2014/15, DOCUMENT NO. 11-2014/15

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

7. INFORMATION AND REPORTS

No reports were presented.

8. ADVANCED PLANNING

The next Personnel Commission meeting will be scheduled for Monday, November 17, 2014 at 5:30 pm

9. SUGGESTED FUTURE AGENDA ITEMS

None were suggested.

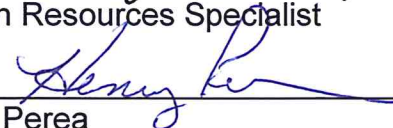
10. ADJOURNMENT

Commission Chairman Koch adjourned the Public Session at 6:03 p.m.



Mary Siegl
Human Resources Specialist

Dated: November 12, 2014



Henry Perea
Director of Classified Human Resources