

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting Held on Monday, October 19, 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, October 19, 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

Kent Albertson, Chief Human Resources Officer
Dr. Michael Mueller, Director of Student Services

Amanda Vela, 1st Vice President, CSEA
Josie Zaragosa, 2nd Vice President, CSEA

There were 2 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 5:00 pm.

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

Commission 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 Philip Janzen and seconded by Commissioner Bruce Koch to adopt the agenda. MOTION NO. 15 - 2016/17

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

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4. COMMUNICATIONS

No comments were made.

5. CONSENT AGENDA

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Lynn Cogdill to adopt the consent agenda. MOTION NO. 16 - 2016/17

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

6. NEW BUSINESS

- A. Approve new classified job description – Contraband Detection and Intervention Canine Handler
Recommended Salary: Classified range 28 - \$18.20 - \$23.80 per hour

Sandra Edwards, Human Resources Specialist, presented the job description.

Commissioner Bruce Koch, asked how many other districts have such a position. Sandra Edwards responded that there were no positions locally that have such a position. School Districts usually outsource this type of work

Josie Zaragosa, 2nd Vice President CSEA, stated that CSEA met with Mr. Albertson regarding this position and does not agree with the creation of the position. They did agree with the classified salary range 28 that was determined. CSEA has concerns with bringing the dog onto the school site campuses.

Amanda Vela, Community member/Parent, asked if the Commission would be willing to hold off on approving the position until the following month. She is developing a presentation to the board regarding this matter and will also be contacting the community. She would like the Commission to wait and see if this position is what the District really wants and also is this position being developed for a specific person.

Lynn Cogdill, stated that CSEA and the District are not in full agreement with the job description.

Kent Albertson, Chief HR Officer, stated that he has met with CSEA and they never objected to the position. The position was also discussed at two previous

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School Board meetings and no objections were made. By postponing the job description, the School Board will not be able to consider the position.

Amanda Vela, CSEA 1st Vice President, verified that CSEA can only negotiate on whether the job qualifications meet the pay on new job descriptions.

Henry Perea, Director of Classified Human Resources, stated that the job description's minimum qualifications are under the Commission's purview, not CSEA's.

Commissioner Lynn Cogdill asked fellow Commissioners if he could fully disclose what transpired between him and Dr. Mueller as it relates to the hiring of the Contraband Detection and Intervention Canine Handler and job description. Seeing that the Commissioners weren't interested, Dr. Mueller was called to the podium and answered questions from Commissioners.

It was moved by Commissioner Lynn Cogdill to add the requirement of completing 9 units of college classes that include police science and criminal justice. MOTION FAILED

Ayes:	Commissioners Lynn Cogdill
Noes:	None
Absent:	None
Abstained:	None

Dr. Mueller, stated that the District wants this position as it may prevent further students from overdosing on drugs. Currently there are tremendous problems on MUSD campuses that Dr. Mueller has to deal with on a daily basis. Last June, expulsions increased by 70%.

Commissioner Lynn Cogdill, stated that this expulsion information that Dr. Mueller stated is not correct and is not what has been reported to Sacramento.

Amanda Vela, Parent/Community Member, stated that the District went out of their way to have the Community input in the naming of new school, but yet there was not input from the community, parents and public regarding this highly important and sensitive subject.

It was moved by Commissioner Cogdill, to put the approval of the Contraband Detection and Intervention Canine Handler on hold until next month. MOTION FAILED

Ayes:	Commissioners Lynn Cogdill
Noes:	None
Absent:	None
Abstained:	None

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It was moved by Personnel Commissioner Philip Janzen and seconded by Commissioner Bruce Koch to approve the job description – Contraband Detection and Intervention Canine Handler MOTION NO. 17-2016/17, DOC. NO. 09-2016/17,

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

B. Approve revised classified job description Information Systems Analyst I

Sandra Edwards presented the job description. The job title was changed to Curriculum & Assessment Technician

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Lynn Cogdill to approve the revised job description Information Systems Analyst I and change the job title to Curriculum & Assessment Technician. MOTION NO. 12-2016/17, DOC. NO. 07-2016/17

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

C. Approval to remove the NCLB language from all classified Paraprofessional and Library Media Technician job descriptions

It was moved by Personnel Commissioner Lynn Cogdill and seconded by Commissioner Bruce Koch to remove the NCLB language from the following job descriptions- Library Media Technician – Elementary, Library Media Technician-- Middle School, Library Media Technician- High school, Paraprofessional Aide, Paraprofessional – Music, Paraprofessional – Physically Impaired, Paraprofessional – Special Needs, Preschool Paraprofessional Aide, Paraprofessional – Autism, Paraprofessional Community Based, Preschool Paraprofessional Aide, Paraprofessional – Social Emotional MOTION NO. 12-2016/17, DOC. NO. (11-22) -2016/17

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

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D. Approval of 2015-2016 Personnel Commission Annual Report

Mary Siegl, Human Resources Specialist, presented the Annual Report.

It was moved by Personnel Commissioner Philip Janzen and seconded by Commissioner Bruce Koch to approve the 2015-2016 Annual Report. MOTION NO. 12-2016/17, DOC. NO. 07-2016/17

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

8. ADVANCE PLANNING

Commissioner Cogdill requested that the November meeting be rescheduled due to a conflict with the date. Meeting date to be determined at a later date.

9. SUGGESTED FUTURE AGENDA ITEMS

Commissioner Cogdill asked what the status is regarding the seniority list.

Henry Perea, Director of Classified Human Resources, stated that the list has been completed and is being reviewed by CSEA.

10. ADJOURNMENT

Commissioner Lynn Cogdill adjourned the Public Session at 6:00 p.m.



Mary Siegl
Human Resources Specialist

Dated: October 21, 2016



Henry Perea
Director of Classified Human Resources