

**Minute Record of MUSD Personnel Commission Meeting  
Regular Meeting Held on Tuesday, November 17, 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 Tuesday, November 17, 2015 at 8:30 a.m.

**ROLL CALL**

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

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

Kent Albertson, Chief Human Resources Officer  
Babatunde Ilori, Director of Performance Management  
Steven Alexander, Director of Information and Technology

There were no 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 8:32 am.

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

Personnel Commissioner Philip Janzen 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. 29 -2015/16

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

**4. COMMUNICATIONS**

No comments were made.



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**5. CONSENT AGENDA**

It was moved by Personnel Commissioner Philip Janzen and seconded by Commissioner Bruce Koch to adopt the consent agenda. MOTION NO. 30-2015/16

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

**6. NEW BUSINESS**

**A. Discuss and approve revised classified job description – Database Administrator**

**Recommend: Classified Salary \$61,838.38 - \$84, 320.67 per year, create new salary ranges**

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

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Philip Janzen to approve the revised classified job description – Database Administrator. MOTION NO. 31-2014/15 DOCUMENT NO. 22-2015/16

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

**7. ADVANCE PLANNING**

The next Personnel Commission meeting will be scheduled for Wednesday, December 16, 2015 at 5:00 pm.

**9. SUGGESTED FUTURE AGENDA ITEMS**

Commissioner Cogdill requested when the salary comparison study would be ready to be presented. Sandra. Edwards , Personnel Commission stated it should be ready for the December meeting.

**9. ADJOURNMENT**



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**Commissioner Lynn Cogdill adjourned the Public Session at 8:37 a.m.**

  
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Mary Siegl  
Human Resources Specialist

Dated: November 17, 2015

  
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Henry Perea  
Director of Classified Human Resources