

**MINUTE RECORD OF MUSD Personnel Commission Meeting
REGULAR MEETING HELD ON Tuesday, June 26, 2012**

The Personnel Commission of the Madera Unified School District convened in a Regular Board Meeting in the Madera Unified District Teacher Workshop Room, 1902 Howard Road, Madera, California on Tuesday, June 26, 2012 at 5:30 p.m.

ROLL CALL

Al Galvez, Personnel Commission Chair
Philip Janzen, Personnel Commission Vice -Chair
Herman Mitchell, Personnel Commissioner

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

Danna Petty, CSEA President

There were approximately 2 visitors/district employees in attendance
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1. CALL TO ORDER OF PUBLIC MEETING

Commission Chairperson, Al Galvez, called the Public Session of the Personnel Commission Meeting to order at 5:30 p.m.

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

Sandra Edwards led the pledge of allegiance. There were no members of the media present.

3. ADOPTION OF AGENDA - MOTION NO. 69-2011/12

Two items were added to the Agenda under New Business

6C. Approve initial salary step placement for Director of Transportation

6D. Approve modification of minimum qualifications for the job description Director of Information and Technology Support

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Al Galvez to adopt the agenda with above changes.

Ayes:	Commissioners Al Galvez, Philip Janzen, Herman Mitchell
Noes:	None
Absent:	None
Abstained:	None

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4. COMMUNICATIONS

Danna Petty, CSEA President, stated that many CSEA members have been contacting her since there are now higher educational qualifications on some of the job descriptions. In order for current employees to promote CSEA would like the District to consider funding higher education for Classified Employees.

Chuck Genseal, 16759 Road 19, stated that the CSEA proposal for the district to fund higher education for employees is an excellent idea. It would take people in dead end jobs and turn them into a career. It would give others an opportunity to get into management.

5. ADOPTION OF CONSENT AGENDA - MOTION NO. 70-2011/12

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Al Galvez to adopt the consent agenda.

Ayes: Commissioners Al Galvez, Philip Janzen, Herman Mitchell
Noes: None
Absent: None
Abstained: None

6. OLD BUSINESS

A. Second Reading- Approval of PC Rule 7.5.5 – 7.5.7 Summer Employment/Rules & Procedures

Motion made by Commissioner Janzen and seconded by Commissioner Mitchell to approve PC Rule 7.5.5- 7.5.7. MOTION NO. 71-2011/12, DOCUMENT NO. 65-2011/12

Ayes: Commissioners Al Galvez, Philip Janzen, Herman Mitchell
Noes: None
Absent: None
Abstained: None

7. NEW BUSINESS

A. Discuss and approve new job description for Transportation Router

Motion made by Commissioner Janzen and seconded by Commissioner Mitchell to approve job description for Transportation Router. MOTION NO. 72-2011/12, DOCUMENT NO. 66-2011-12

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Ayes: Commissioners Al Galvez, Philip Janzen, Herman Mitchell
Noes: None
Absent: None
Abstained: None

B. Discuss and approve new job description for Payroll Accounting Specialist- Lead

Motion made by Commissioner Janzen and seconded by Commissioner Mitchell to approve job description for Payroll Accounting Specialist - Lead. MOTION NO. 73-2011/12 , DOCUMENT NO. 67-2011/12

Ayes: Commissioners Al Galvez, Philip Janzen, Herman Mitchell
Noes: None
Absent: None
Abstained: None

C. Request initial salary step placement for Director of Transportation

Mary Siegl, Personnel Commission, presented a recruitment report to the Commissioners regarding the recent Director of Transportation recruitment.

Motion made by Commissioner Janzen and seconded by Commissioner Mitchell to approve initial salary step placement at step 4 for the Director of Transportation. MOTION NO. 73-2011/12

Ayes: Commissioners Al Galvez, Philip Janzen, Herman Mitchell
Noes: None
Absent: None
Abstained: None

D. Approve modification of minimum qualifications for the job description Director of Information and Technology Support

Henry Perea, Director of Classified Personnel, reported that the timeframe of the recruitment was very short for the Director of Information and Technology and there were not a lot of qualified applicants. In order to give flexibility to this recruitment, it is recommended that the minimum qualifications be changed to allow for a bachelor's degree in a related field along with Information Systems related course study.

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Motion made by Commissioner Janzen and seconded by Commissioner Mitchell to approve a change in the education minimum qualifications on the job description for the Director of Information and Technology Support. The new requirement will state: Bachelors degree from a nationally accredited college or university, in Computer Science, and/or Information Systems of closely related field that includes Information Systems related course study. MOTION NO. 74-2011/12, DOCUMENT NO. 68-2011/12

Ayes: Commissioners Al Galvez, Philip Janzen, Herman Mitchell
Noes: None
Absent: None
Abstained: None

9. INFORMATION AND REPORTS

The School Personnel Commissioners Association will be holding its annual conference in San Jose on Friday, October 12, 2012 and Saturday, October 13, 2012.

Commissioner Galvez suggested Mr. Perea and Commission staff attend this conference.

10. ANNOUNCEMENTS

Henry Perea, Director of Classified Human Resources, announced that Anthony Monreal has been hired as the new Deputy Superintendent.

11. ADVANCED PLANNING

**Next Personnel Commission Regular Meeting:
Thursday, July 19, 2012 at 5:30 p.m.
Madera Unified School District Board Room
1902 Howard Road
Madera, CA 93637**

12. SUGGESTED FUTURE AGENDA ITEMS

Henry Perea, Director of Classified Human Resources, stated his staff was currently working on presentation of the new classified salary structure and this should be brought for review at the next meeting.

13. ADJOURNMENT – MOTION NO. 75 – 2011/ 2012

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Commissioner Galvez adjourned the Public Session at 5:52 p.m. Motion made by Commissioner Janzen and seconded by Commissioner Mitchell.

Ayes: Commissioners Al Galvez, Philip Janzen, Herman Mitchell

Noes: None

Absent: None

Abstained: None

Dated: July 12, 2012

Mary Siegl
Human Resources Technician II

Henry Perea
Director of Classified Human Resources