

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting Held on Thursday, November 15, 2012**

The Personnel Commission of the Madera Unified School District convened in a Regular Board Meeting in the Workshop Room, 1902 Howard Road, Madera, California on Thursday, November 15, 2012 at 5:30 p.m.

ROLL CALL

Al Galvez, Personnel Commission Chair
Philip Janzen, Personnel Commission Vice - Chair,

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

Tracie Green, Director of Human Resources and Labor Relations

Danny Petty, CSEA President

There were approximately four 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,

Mary Siegl, Human Resources Technician II, led the pledge of allegiance. There were no members of the media present. A moment a silence was held to honor and remember the service of Commissioner Herman Mitchell, who passed away on October 18, 2012.

3. ADOPTION OF AGENDA - MOTION NO. 11-2012/13

Henry Perea, Director of Classified Human Resources, asked that item 5B under Old Business, Second reading and adoption: Revision to PC rules 4.2.5, 6.1.4 and 8.3.4.3 be removed so the District can further review these changes and it will be brought back at the next Personnel Commission meeting.
It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Al Galvez to adopt the agenda with the change to remove item 5B from Old Business.

Ayes: Commissioners Al Galvez, Philip Janzen

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Noes: None
Absent: None
Abstained: None

4. COMMUNICATIONS

No comments were made.

5. ADOPTION OF CONSENT AGENDA - MOTION NO. 12-2012/13

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

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

6. OLD BUSINESS

A. Second Reading and adoption: Revision to PC Rule 2.1.1.1

**It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Al Galvez to approve the Revision to PC Rule 2.1.1.1.
MOTION NO. 13-2012/13**

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

7. NEW BUSINESS

A. Discuss and approve new job description, title change and salary recommendation for Information and Technology Department – IT Support Technician

Sandra Edwards, Human Resources Technician II, presented the new job description, title change, and salary recommendation for IT Support Technician.

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Al Galvez to approve the new job description, title change and salary recommendation for IT Support Technician. MOTION NO. 14-2012/13

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

B. Approve initial salary step placement at step 7 for Spanish Translator/Interpreter

Sandra Edwards, Human Resources Technician II, presented information regarding the Spanish Translator's education and experience. Henry Perea, Director of Classified Human Resources, stated that the District is requesting for the initial salary placement to be at step 7.

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Al Galvez, to approve the initial salary step placement for the Spanish Translator at step 7 of the salary schedule for Spanish Translator/ Interpreter. MOTION NO. 15-2012/13

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

C. Discuss CSEA intention to appoint Al Galvez as CSEA Appointee for the term December 1, 2012 to December 1, 2015.

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Al Galvez, to approve the appointment of Al Galvez as CSEA Appointee for the term December 1, 2012 to December 1, 2015. MOTION NO. 16-2012/13

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

9. INFORMATION AND REPORTS

Henry Perea, Director of Classified Human Resources, discussed the process for filling the vacant neutral position of Personnel Commission that was previously held by Herman Mitchell. It was decided to open recruitment and advertise for the Personnel Commissioner vacancy.

Henry Perea, Director of Classified Personnel, reported that he had been asked to enter into the CSEA and District negotiations by CSEA. Mr. Perea stated after

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reviewing the California Education code , he did not feel that the Personnel Commission has a role in the negotiations process unless he is invited in by both parties in regards to information on a specific subject.

10. ANNOUNCEMENTS

It was decided to postpone the Personnel Commission workshop with the Board of Trustees due to the resignation of Superintendent Balderas and the need to replace Commissioner Herman Mitchell.

11. ADVANCED PLANNING

**Next Personnel Commission Regular Meeting:
Thursday, December 20, 2012 at 5:30 p.m.
Madera Unified School District Board Room
1902 Howard Road
Madera, CA 93637**

12. SUGGESTED FUTURE AGENDA ITEMS

None were suggested.

13. ADJOURNMENT – MOTION NO. 17 – 2012/ 2013

Commissioner Galvez adjourned the Public Session at 5:54 p.m. Motion made by Commissioner Janzen and seconded by Commissioner Galvez.

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

Dated: November 25, 2012

Mary Siegl
Human Resources Technician II

Henry Perea
Director of Classified Human Resources