

**Minute Record of MUSD Personnel Commission Meeting  
Regular Meeting Held on Thursday, December 20, 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, December 20, 2012 at 5:30 p.m.

**ROLL CALL**

Philip Janzen, Personnel Commissioner  
Bruce Koch, Personnel Commissioner  
Al Galvez, Personnel Commissioner

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

Personnel Commissioner, 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,**

Henry Perea, Director of Classified Human Resources, led the pledge of allegiance. There were no members of the media present.

**3. PUBLIC HEARING – Discussion, consideration and appointment of Bruce Koch to Personnel Commission to serve in existing Joint Appointee term from December 20, 2012 – December 1, 2014.**

**Danna Petty, CSEA President**, stated that she is in approval of the appointment of Bruce Koch to the neutral joint appointee Commissioner position.

**It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Al Galvez to appoint Bruce Koch to the vacant joint appointee Personnel Commission position. MOTION NO. 18-2012/13**

Ayes: Commissioners Al Galvez, Philip Janzen  
Noes: None

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Absent: None  
Abstained: None

Bruce Koch was formally appointed as the Joint Appointee Commissioner and recited the Oath of Office.

**4. 2013 Commission Officers – Rotation of Personnel Commission Officers, PC rule 2.1.5**

**It was moved by Personnel Commissioner Al Galvez, seconded by Commissioner Phil Janzen to approve Phil Janzen as the 2013 Chairperson and Bruce Koch as the 2013 Vice-Chair Personnel Commission position.  
MOTION NO. 19-2012/13**

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

**5. ADOPTION OF AGENDA - MOTION NO. 20-2012/13**

**It was moved by Personnel Commissioner Al Galvez, seconded by Commissioner Bruce Koch to adopt the agenda.**

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

**6. COMMUNICATIONS**

**Dana Petty, CSEA President**, stated there is a situation in the Transportation department that she would like the Merit Board to address and provide clear rules to Transportation leadership. There have been a couple of drivers in the past who have quit their bus driver jobs and then come back to work at Madera Unified and have been reinstated in their jobs with their previous seniority date. The transportation has their own rotation seniority list that is separate and different than the district's seniority list which is used for retirement. These drivers that are returning and are being given their seniority back as if they never left. They are bumping several drivers who have never left Madera Unified out of their positions. There have also been several drivers who came back to work for Madera Unified as drivers and did not get their seniority back.

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**Kimberly Schultz, School Bus Driver, 1504 W. Central Ave.**, stated that she first came to work for Madera Unified as a School Bus Driver in December 1988. In 1993, Ms. Schultz quit her job and moved to Bakersfield. She came back to Madera two months later and the Delores Sanchez the Director at that time did not contract Ms. Schultz until 1994. Ms. Schultz had to start at the bottom of the seniority list and work her way up. If her seniority had been reinstated she would be ranked 5<sup>th</sup> in seniority and not 8<sup>th</sup>.

Dana Petty, CSEA President, clarified that the issue here has nothing to do with salary ranges it has to do with seniority. Seniority affects field trips and hourly routes and by two people being placed into their original seniority as many as 40-50 drivers are affected. When Ms. Petty questioned Transportation leadership about this seniority reinstatement she was told that the Merit office decided this. When she asked the Merit office they said they didn't know anything about it, it was decided by Human Resources. Ms. Petty asked the Commission to please look into this matter.

Rosie Tovar, 18746 Auburn Way, stated that she just wanted to how she can file a complaint and where she can file a complaint? Does she pick the forms up at the Merit office? (Ms. Tovar was informed to come to the Merit office)

**7. ADOPTION OF CONSENT AGENDA - MOTION NO. 21-2012/13**

**It was moved by Personnel Commissioner Al Galvez, seconded by Commissioner Bruce Koch, to adopt the consent agenda.**

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

**8. NEW BUSINESS**

**A. Discussion and approval of 2013 Personnel Commission Meeting Calendar**

**It was moved by Personnel Commissioner Bruce Koch, seconded by Commissioner Al Galvez to approve the 2013 Personnel Commission Meeting Calendar. MOTION NO. 22-2012/13**

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

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**9. INFORMATION AND REPORTS**

Henry Perea, Director of Classified Human Resources, stated the staff would be working on scheduling a training on the Brown Act for February. It was decided to have a mid- morning training in the 1<sup>st</sup> or 4<sup>th</sup> week of February.

**10. ANNOUNCEMENTS**

The California School Personnel Commission Association will be holding their annual conference February 21-24, 2013. Commissioner Koch will be attending. Commissioner Janzen will not be attending.

**11. ADVANCED PLANNING**

**Next Personnel Commission Regular Meeting:  
Thursday, January 24, 2013 at 5:30 p.m.  
Madera Unified School District Board Room  
1902 Howard Road  
Madera, CA 93637**

**12. SUGGESTED FUTURE AGENDA ITEMS**

Commissioner Janzen asked for a report back on the seniority issue in the Transportation department.

**13. ADJOURNMENT – MOTION NO. 23 – 2012/ 2013**

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

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

Dated: January 7, 2013

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Mary Siegl  
Human Resources Technician II

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Henry Perea  
Director of Classified Human Resources