

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting Held on Monday, December 15, 2014**

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 Monday, December 15, 2014 at 5:30 p.m.

ROLL CALL

Lynn Cogdill, Personnel Commissioner
Bruce Koch, Personnel Commissioner
Philip Janzen, Personnel Commissioner

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

Al Galvez, Madera Unified Board of Trustees
Kent Albertson, Chief Human Resources Officer
Curtis Manganaan, Director of Maintenance and Operations

Danna Petty, CSEA President

There was 7 other visitors/ district employee in attendance.
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1. CALL TO ORDER OF PUBLIC MEETING

Personnel Commissioner, Bruce Koch, called the meeting to order at 5:30 pm.

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

Philip Janzen, Personnel Commissioner, led the pledge of allegiance. There were no members of the media present.

3. Appointment and swearing in of CSEA Appointee- Lynn Cogdill

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Bruce Koch to approve the appointment of Lynn Cogdill to the Personnel Commission. MOTION NO. 25-2014/15

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

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4. 2015 Commission Officers- Rotation of Personnel Commission Officers, PC Rule 2.1.5

It was moved that Lynn Cogdill be the Personnel Commission Chairperson as he is finishing the term of Al Galvez, who would have been chairperson for the year 2015. Moved by Bruce Koch and seconded by Commissioner Philip Janzen to approve Lynn Cogdill as Chairperson of the Personnel Commission. MOTION NO. 26-2014/15

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

5. Adoption of Agenda

It was moved by Personnel Commissioner Bruce Koch, seconded by Commissioner Lynn Cogdill to approve the agenda. MOTION NO. 27-2014/15

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

6. COMMUNICATIONS

No comments were made

7. CONSENT AGENDA

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Bruce Koch to adopt the consent agenda. MOTION NO. 28-2014/15

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

6. NEW BUSINESS

A. Approve revision to classified job description – Receptionist

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Sandra Edwards, Personnel Commission, presented the change to the Commissioners, which allowed for the job description to be utilized at a school site.

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Bruce Koch to adopt the changed to the Receptionist job description. MOTION NO. 29-2014/15, DOCUMENT NO. 17-2014/15

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

B. Approve 2015 Personnel Commission Meeting Schedule

It was decided that due to a conflict in one of the Commissioner's schedules, the 2015 Personnel Commission meetings will be moved to the 3rd Wednesday of the month and the time will be changed to 5:00 pm.

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Bruce Koch to approve the 2015 Personnel Commission meeting schedule. MOTION NO. 30-2014/15, DOCUMENT NO. 18-2014/15

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

7. INFORMATION AND REPORTS

No reports were presented.

8. ANNOUNCEMENTS

Annual California School Personnel Commissioners Association conference will be held Thursday January 22, 2015 to Sunday, January 25, 2015 in San Diego, CA.

9. ADVANCED PLANNING

The next Personnel Commission meeting will be scheduled for Wednesday, January 21, 2015 at 5:00 pm.

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10. SUGGESTED FUTURE AGENDA ITEMS

Commissioner Philip Janzen suggested that Henry Perea arrange a joint meeting with the Personnel Commission and the Madera Unified Board of Trustees to discuss their roles and authority.

11. ADJOURNMENT

Commission Chairman Cogdill adjourned the Public Session at 5:42 p.m.



Mary Siegl
Human Resources Specialist

Dated: December 17, 2014



Henry Perea
Director of Classified Human Resources