

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting Held on Thursday, April 23, 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 Thursday, April 23, 2015 at 5:00 p.m.

ROLL CALL

Lynn Cogdill, Personnel Commission Chair, absent
Philip Janzen, Personnel Commission Vice-Chair
Bruce Koch, 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
Babatunde Ilori, Director of Performance Management

There were 1 other visitor/ district employee in attendance.
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1. CALL TO ORDER OF PUBLIC MEETING

Personnel Commissioner, Philip Janzen, called the meeting to order at 5:00 pm.

**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. Adoption of Agenda

Henry Perea, Director of Classified Human Resources, asked that a change be made to the agenda. California Government code 54954.2 (2)(a) allows for an item to be added on the agenda if there is a need to take immediate action and the need for the action came to the attention of the agency after the agenda was posted. In this case, Director Perea asked that the discussion and approval of two new job descriptions, Data Technician I and Data Technician II, be added to the agenda.

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Philip Janzen to add agenda item 5B under New Business –

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Discuss and approve new classified job descriptions Data Technician I and Data Technician II. MOTION NO. 40-2014/15

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

It was moved by Personnel Commissioner Bruce Koch, seconded by Commissioner Philip Janzen to adopt the agenda. MOTION NO. 41-2014/15

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

4. COMMUNICATIONS

No public comments were made.

5. CONSENT AGENDA

It was moved by Personnel Commissioner Bruce Koch, seconded by Commissioner Philip Janzen to adopt the consent agenda. MOTION NO. 42-2014/15

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

6. NEW BUSINESS

A. Introduce Personnel Commission 2015/2016 Budget. Schedule public hearing and adoption of budget for May 20, 2015 (education code section 45235 (b))

Henry Perea, Director of Classified Human Resources, presented the 2015/2016 Budget.

B. Discuss and approve new job descriptions – Data Technician I and Data Technician II

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Sandra Edwards, Personnel Commission, presented the new job descriptions to the Commissioners.

Henry Perea, Director of Classified Human Resources, stated that the Data Analyst job description that was previously approved would be left open at the request of the Superintendent. The Superintendent wanted to give the Board of Trustees the option to select either the Data Analyst or Data Technician positions.

It was moved by Personnel Commissioner Bruce Koch, seconded by Commissioner Philip Janzen, to approve the new job descriptions – Data Technician I and Data Technician II. MOTION NO. 43-2014/15, DOCUMENT NO. 24-2014/15, 25-2014/15

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

8. INFORMATION AND REPORTS

Henry Perea, Director of Classified Human Resources, stated it has been 5 years since the EMS Classification study was completed. It is now time to conduct a new salary survey. Sandra Edwards from the Personnel Commission will be taking the lead on this survey. A letter will be going out in the next week to all classified employees explaining the difference between a reclassification study and salary study.

Henry Perea, Director of Classified Human Resources, reported that the Personnel Commission office had followed up the Superintendent's office and so far no date has been selected for the joint meeting with the Board of Trustees and Personnel Commission.

9. ANNOUNCEMENTS

Henry Perea, Director of Classified Human Resources, announced it was Sandra Edwards' birthday on Monday, the 27th.

10. ADVANCE PLANNING

The next Personnel Commission meeting will be scheduled for Wednesday, May 20, 2015 at 5:00 pm.

10. SUGGESTED FUTURE AGENDA ITEMS

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None were suggested.

11. ADJOURNMENT

Commissioner Philip Janzen adjourned the Public Session at 5:15 p.m.



Mary Siegl
Human Resources Specialist

Dated: April 24, 2015



Henry Perea
Director of Classified Human Resources