

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting Held on Wednesday, May 20, 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 Wednesday, May 20, 2015 at 5:00 p.m.

ROLL CALL

Lynn Cogdill, Personnel Commission Chair,
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

Kent Albertson, Chief Human Resources Officer

Danna Petty, CSEA President

There were 2 other visitor/ district employee in attendance.
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1. CALL TO ORDER OF PUBLIC MEETING

Personnel Commissioner, Lynn Cogdill , called the meeting to order at 5:00 pm.

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

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

3. Adoption of Agenda

Bruce Koch, Personnel Commissioner, asked that a change be made to the agenda. Under New Business Item F -was added to Discuss the letter from CSEA Vice President and give direction to Director of Classified Human Resources

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Philip Janzen to add agenda item F under New Business – Discuss letter from CSEA MOTION NO. 44- -2014/15

Ayes: Commissioners Philip Janzen, Bruce Koch
Noes: None

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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, Lynn Cogdill
Noes: None
Absent: None
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. 45-2014/15

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

6. OLD BUSINESS

**A. PUBLIC HEARING Personnel Commission 2015/2016 Budget.
Adoption of budget for May 20, 2015 (education code section 45235 (b))**

Henry Perea, Director of Classified Human Resources, presented the 2015/2016 Budget. No public comments were made.

It was moved by Personnel Commissioner Bruce Koch, seconded by Commissioner Philip Janzen to approve and adopt the 2015/16 Personnel Commission Budget. MOTION NO. 50-2014/15, DOC. 28-2014/15

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

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7. NEW BUSINESS

A. Request Ratification of Resolution No. 1-2014/2015 Classified School Employee Week – May 18, 2015- May 23, 2015

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Bruce Koch to approve Resolution No. 1-2014 Classified School Employee Wee. MOTION NO. 51-2014/15, Resolution NO. 1-2014/15

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

B. Discuss and approve new Classified job description- Human Resource Benefit Technician

Sandra Edwards, Personnel Commission, presented the revised job description, including minimum qualifications.

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Bruce Koch to approve the Human Resource Benefit Technician job description. MOTION NO. 46-2014/15, DOC. 25-2014/15

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

C. Discuss and approve new Classified job description- Information and Technology Supervisor

Sandra Edwards, Personnel Commission, presented the new job description, including minimum qualifications The salary recommendation was to create additional ranges on the classified supervisory schedule.

It was moved by Personnel Commissioner Lynn Cogdill, seconded by Commissioner Bruce Koch to approve the Information and Technology Supervisor job description and salary recommendation to create additional salary ranges for the position. MOTION NO.47-2014/15, DOC. NO. 26-2014/15

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

D. Discuss and approve revised job description – Director of Human Resources

Henry Perea, Director of Classified Human Resources, stated that there had been some disagreement regarding the minimum qualifications for this position. District Administration wanted an Administrative credential to be required. A review of other districts in the surrounding area shows that most of the School Districts, including Fresno Unified School District do not require the credential.

It was moved by Personnel Commissioner Lynn Cogdill, seconded by Commissioner Philip Janzen to approve the Director of Human Resources job description. MOTION NO. 48-2014/15 , DOC. NO. 27-2014/15

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

E. Approve Network Administrator Salary Recommendation

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Bruce Koch to approve the salary recommendation for Network Administrator \$58,136.33-\$72,443 and create additional ranges on the salary schedule MOTION NO. 49-2014/15

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

F. Discuss Letter from CSEA and give direction to Director of Classified Human Resources

Henry Perea, Director of Classified Human Resources, stated in recent weeks two confidential employees and one retired employee have started a petition to decertify the Merit System. The issue is the process for doing so. Petitions should not be circulated during work time.

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Lynn Cogdill, Personnel Commissioner, suggested that that Mr. Perea look into getting independent council and also contact George Cole to find out what the Commission's options are regarding legal counsel.

Dana Petty, CSEA President, stated that the people going out to sites are no longer classified employees and are misrepresenting themselves at school sites. CSEA has made a flyer for employees to explain the benefits of the Merit System. The two employees that have started this petition are doing so because of their own personal agenda. The District office has become a hostile work environment. It is dividing friends and co-workers. Ms. Petty was disappointed that the Superintendent hasn't addressed this working environment.

Commissioner Janzen requested that Henry send an email regarding the process for decertification.

8. Information and Reports

Henry Perea, Director of Classified Human Resources discussed the upcoming salary survey. There school districts that are being used have been agreed upon with CSEA and District Administration.

Also a complaint has been filled regarding an employee's initial salary step placement. An employee found out that employees with the same qualifications were placed on a higher initial step than she was. This just came to her attention. The District has offered her a deal but at the same time she has filed her complaint.

9. ANNOUNCEMENTS

None

10. ADVANCE PLANNING

The next Personnel Commission meeting will be scheduled for Wednesday, June 17, 2015 at 5:00 pm

10. SUGGESTED FUTURE AGENDA ITEMS

None were suggested.

11. ADJOURNMENT

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Commissioner Lynn Cogdill adjourned the Public Session at 5:38 p.m.



Mary Siegl
Human Resources Specialist

Dated: June 12, 2015



Henry Perea
Director of Classified Human Resources