

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting Held on Wednesday, June 17, 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, June 17, 2015 at 5:00 p.m.

ROLL CALL

Lynn Cogdill, Personnel Commission Chairperson
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

Danna Petty, CSEA President

Babatunde Ilori, Director of Performance Management
Rosaline Cox, Director of Facilities and Planning

There were 6 other visitors/ 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. Commissioner Cogdill opened the floor to public comment on the closed session item.

Henry Perea, Director of Classified Human Resources, asked that an item be added to the closed session agenda as it came to his attention after the agenda was created and there is immediate need to take action as allowed per government code 5495432 (b) (2). The item to be added is #2. Conference with counsel regarding anticipated litigation and initiation of litigation. This additional item is regarding the procedures and processes to be followed regarding the current petition to eliminate the Merit system. Members of the public and employees have been using district sites and resources inappropriately to gather signatures.

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Bruce Koch to add item 2 - Conference with legal counsel regarding anticipated litigation to the closed session agenda for June 17, 2015.
MOTION NO. 51-2014/15

Ayes: Commissioners Bruce Koch, Philip Janzen, Lynn Cogdill

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Noes: None
Absent: None
Abstained: None

2. COMMUNICATIONS

No public comments were made regarding closed session items.

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

At 5:25 pm Commissioner Lynn Cogdill reconvened the public meeting. Commissioner Philip Janzen led the pledge of allegiance. There were no members of the media present.

4. CLOSED SESSION REPORTABLE ACTIONS

Commissioner Philip Janzen reported that the Commissioners agreed that they would be approving Mr. Henry's Perea's contract for July 1 2015 – June 30, 2017.

5. ADOPTION OF AGENDA

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Bruce Koch to adopt the agenda. MOTION NO. 52-2014/15

Ayes: Commissioners Bruce Koch, Al Galvez, 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. 53-2014/15

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

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Abstained: None

8. NEW BUSINESS

A. Discuss and approve revision to classified job description Facilities Planning Analyst

Sandra Edwards, Human Resources Specialist, presented the Facilities Planning Analyst job description. The minimum qualifications regarding experience were changed to one year of professional experience requiring the analysis, research and review of demographic, financial and/or facility planning support.

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Bruce Koch to approve the changes to the Facilities Planning Analyst job description. MOTION NO. 54-2014/15, DOCUMENT NO. 29-2014/15

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

**B. Discuss and approve new classified supervisory job description-
Project Manager
Recommend salary range- Supervisory range 10**

Sandra Edwards, Human Resources Specialist, presented the job description Project Manager.

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Bruce Koch to approve the job description Project Manager and recommend Supervisory salary range 10. MOTION NO. 54-2014/15, DOCUMENT NO. 30-2014/15

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

**C. Discuss employee complaint regarding misapplication of PC Rule 8.2.1 -
Initial Salary Placement and provide direction**

Henry Perea, Director of Classified Human Resources, stated that there is an employee in the business office who found out that employees that were hired

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after her with the same qualifications were placed on a higher initial salary step than she was. This employee would like to come before the Commission and ask that her salary be adjusted so she would be on an equivalent step as those hired after her.

It was moved by Personnel Commissioner Bruce Koch, seconded by Commissioner Philip Janzen to hold a hearing regarding Business office employee's complaint. MOTION 55-2014/15

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

D. Approval of Employment Contract- Henry Perea, Director of Classified Human Resources

It was moved by Personnel Commissioner Philip Janzen, seconded by Commissioner Philip Janzen to approve the employment contract for Henry Perea, Director of Classified Human Resources from July 1, 2015 through June 30, 2017. MOTION 56-2014/15, DOCUMENT NO. 31-2014/15

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

9. INFORMATION AND REPORTS

Henry Perea, Director of Classified Human Resources, stated that he feels that the District Administration has failed to outline proper protocol and procedures regarding the petition to remove the Merit System. There was finally a meeting with the Superintendent and legal counsel yesterday. The Superintendent called the legal counsel of the Personnel Commission to attend the meeting, Mr. Perea did not ask for the Commission's legal counsel to attend. An email was finally sent yesterday regarding protocols.

We continue to hear from employees that they are being told their names on the petition will be confidential. They do not know that once the petition is submitted to the Board of Trustees it is a public document. We are also hearing that there a lot of forced signatures. There will be a lot of future discussion to determine the validity of signatures.

10. ADVANCED PLANNING

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The next Personnel Commission meeting will be scheduled for Wednesday, July 22, 2015 at 5:00 pm

The joint meeting for the Personnel Commission and Board of Trustees has tentatively been scheduled for Monday, August 10, 2015 at 5:30 pm.

9. SUGGESTED FUTURE AGENDA ITEMS

Commissioner Lynn Cogdill brought up the subject of adverse discrimination. It was mentioned at a recent training he attended that requiring high school diplomas for certain positions could be considered adverse discrimination.

Henry Perea, Director of Classified Human Resources, stated he would have Sandra Edwards research this.

10. ADJOURNMENT

It was moved by Personnel Commissioner Bruce Koch, seconded by Commissioner Philip Janzen to adjourn the meeting. MOTION 57-2014/15,

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

Commission Chairman Cogdill adjourned the Public Session at 5:49 p.m.



Mary Siegl
Human Resources Specialist

Dated: July 15, 2015



Henry Perea
Director of Classified Human Resources