

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting Held on Wednesday, April 6, 2016**

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, April 6, 2016 at 5:00 p.m.

ROLL CALL

Philip Janzen, Personnel Commission Chair
Bruce Koch, Personnel Commission Vice-Chair
Lynn Cogdill, Personnel Commissioner

Henry Perea, Director of Classified Human Resources
Mary Siegl, Human Resources Specialist, Personnel Commission
Sandra Edwards, Human Resources Specialist, Personnel Commission
Vicky Zamora, Office Technician, 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, Philip Janzen, called the meeting to order at 5:00 pm.

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

Kent Albertson, Chief Human Resources Officer, led the pledge of allegiance.
There were no members of the media present.

3. ADOPTION OF AGENDA

It was moved by Personnel Commissioner Bruce Koch and seconded by
Commissioner Lynn Cogdill to adopt the agenda. MOTION NO. 48 -2015/16

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

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4. COMMUNICATIONS

No comments were made.

5. CONSENT AGENDA

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Lynn Cogdill to adopt the consent agenda. MOTION NO. 49 - 2015/16

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

6. NEW BUSINESS

A. Discuss and approve revised classified job description – Delivery Person-Mail Warehouse

Sandra Edwards, Human Resources Specialist presented the job description. It was recommended that the Driver's license be change to Class C and the candidate would be allowed 6 months to obtain the required forklift certificate.

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Lynn Cogdill to approve the revision to the Delivery Person- Mail Warehouse classified job description. MOTION NO. 50-2015/16, DOC. NO. 28-2015/16

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

B. Discuss and approve revised classified job description – Warehouse Technician

Sandra Edwards, Human Resources Specialist presented the job description. It was recommended that the Driver's license be change to Class C and the candidate would be allowed 6 months to obtain the required forklift certificate.

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It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Lynn Cogdill to approve the revised classified job description – Warehouse Technician. MOTION NO. 51-2015/16, DOCUMENT NO. 29-2015/16

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

7. INFORMATION AND REPORTS

Mary Siegl, Human Resources Specialist, reported that the Personnel Commission has completed the recruitment on the Multi- Lingual Student Services Liaison position. The top ranks have been forwarded to the Hiring Authority.

Lynn Cogdill, Personnel Commissioner, discussed the recent CSPCA convention. He spoke of a program called Walk a Mile that is being implemented at other districts. This program has Personnel Commissioners and School Board Members shadow a classified employee for an hour and a half on their job. He would like to see this program adopted at Madera Unified School District. Another important topic discussed at the conference was Work Place Bullying.

8. SUGGESTED FUTURE AGENDA ITEMS

Henry Perea, Director of Classified Human Resources, stated the Personnel Commission Budget would be presented at the next Meeting

Lynn Cogdill, Personnel Commissioner, would like the Walk a Mile program to be discussed.

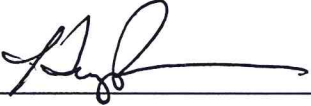
9. ADJOURNMENT

Commissioner Philip Janzen adjourned the Public Session at 5:18 p.m.



Mary Siegl
Human Resources Specialist

Dated: April 15, 2016



Henry Perea
Director of Classified Human Resources