

**Minute Record of MUSD Personnel Commission Meeting  
Regular Meeting Held on Wednesday, May 23, 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 May 23, 2016 at 5:00 p.m.

**ROLL CALL**

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

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

Amanda Vela, CSEA Vice - President

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 5:06 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**

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Philip Janzen to adopt the agenda. MOTION NO. 52 -2015/16

Ayes:	Commissioners Philip Janzen, Bruce Koch
Noes:	None
Absent:	Lynn Cogdill
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 Philip Janzen to adopt the consent agenda. MOTION NO. 53 - 2015/16

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

**6. OLD BUSINESS**

**A. PUBLIC HEARING Personnel Commission 2016/2017 Budget**

No comments were made.

**B. Approval and adoption of Personnel Commission 2016/2017 Budget**

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Philip Janzen to approve the 2016/2-17 Budget. MOTION NO. 54-2015/16, DOC. NO. 30-2015/16

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

**7. NEW BUSINESS**

**A. Request Ratification of Resolution No. 1-2016/16 Classified School Employee Week - May 16, 2016 through May 20, 2016**

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Philip Janzen to approve the Resolution No. 1-2015/2016 declaring the week of May 16, 2016 Classified Employee Week. MOTION NO. 55-2015/16, RESOLUTION NO. 1-2015/16

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

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Abstained: None

**B. Discuss and approve revised classified job description-  
Supervisor – Transportation Shop**

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Philip Janzen to approve the revised job description – Supervisor Transportation Shop MOTION NO. 56-2015/16, DOCUMENT NO. 31-2015/16

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

**C. Discuss and approve revised classified job description – Accounting Technician IV**

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Philip Janzen to approve the revised job description – Accounting Technician IV MOTION NO. 57-2015/16, DOCUMENT NO. 32-2015/16

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

**D. Discuss and approve new classified job description – Communications Assistant**

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Philip Janzen to approve the new job description – Communications Assistant MOTION NO. 58-2015/16, DOCUMENT NO. 33-2015/16

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

**E. Discuss and approve new classified job description – Research, Evaluation and Assessment Analyst**

It was moved by Personnel Commissioner Bruce Koch and seconded by Commissioner Philip Janzen to approve the new job description – Research



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Evaluation and Assessment Analyst MOTION NO. 59-2015/16, DOCUMENT  
NO. 34-2015/16

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

**F. Approve initial salary step placement Mechanic Technician, Antonio  
Melgoza  
Recommended placement: Step 4**

It was moved by Personnel Commissioner Bruce Koch and seconded by  
Commissioner Philip Janzen to approve the Initial salary step placement at Step  
4 for Mechanic Technician Antonia Melgoza. MOTION NO. 60-2015/16

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

**7. INFORMATION AND REPORTS**

None were presented.

**8. SUGGESTED FUTURE AGENDA ITEMS**


None were suggested.

**9. ADJOURNMENT**

**Commissioner Philip Janzen adjourned the Public Session at 5:28 p.m.**

  
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Mary Siegl  
Human Resources Specialist

Dated: June 6, 2016

  
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Henry Perea  
Director of Classified Human Resources