



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: September 25, 2017

Agenda Item:

Consideration to Approve Minutes from Wednesday, August 16, 2017, Regular Meeting and Eligibility lists for: Accounting Technician, Child Nutrition Assistant II, Classroom Aide-Preschool, Information Systems Specialist, LVN, Maintenance Journeymen-Carpenter, Paraprofessional Aide-Music, and Spanish Translator-Interpreter.

Agenda Placement:

Consent

Recommendation:

It is recommended that the Personnel Commission approve Minutes from Wednesday, August 16, 2017, Regular Meeting and Eligibility lists for: Accounting Technician, Child Nutrition Assistant II, Classroom Aide-Preschool, Information Systems Specialist, LVN, Maintenance Journeymen-Carpenter, Paraprofessional Aide-Music, and Spanish Translator-Interpreter.

Background:

Eligibility lists have been placed on the agenda as a consent item. If for some reason any Commissioner would like to remove a list, it can be done.

1. Accounting Technician V, Effective 9/25/2017
2. Child Nutrition Assistant II, Effective 9/25/2017
3. Classroom Aide-Preschool, Effective 9/25/2017
4. Information Systems Specialist, Effective 9/25/2017
5. LVN, Effective, 9/25/2017
6. Maintenance Journeymen-Carpenter, Effective 9/25/2017
7. Paraprofessional Aide-Music, Effective 9/25/2017
8. Spanish Translator-Interpreter, Effective 9/25/2017

Minute Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, August 16, 2017 at 5:00 pm

The Personnel Commission of the Madera Unified School District convened at their regular Board Meeting in the District Boardroom, 1902 Howard Road, Madera, California on Wednesday, August 16, 2017 at 5:00 p.m.

ROLL CALL

Bruce Koch, Personnel Commission Chair
Arlene Saucedo, Personnel Commission Vice – Chair, Absent
Philip Janzen, Personnel Commissioner

Personnel Commission Staff

Isabel Barreras, Director of Classified Human Resources
Sandra Edwards, Human Resources Specialist
Mary Siegl, Human Resources Specialist
Vicky Zamora, Office Technician

Kent Albertson, Chief HR Officer

Danna Petty, CSEA President

There were 6 other visitors in attendance.
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1. CALL TO ORDER OF PUBLIC MEETING

Personnel Commissioner, Bruce Koch, called the meeting to order at 5:00 pm. Commission Philip Janzen, led the pledge of allegiance. There were no members of the media present.

2. ADOPTION OF AGENDA

It was moved by Personnel Commissioner Philip Janzen and seconded by Commissioner Bruce Koch to adopt the agenda. MOTION NO. 01 - 2017/18

| | |
|------------|---|
| Ayes: | Commissioners Bruce Koch, Philip Janzen |
| Noes: | None |
| Absent: | Arlene Saucedo |
| Abstained: | None |

3. COMMUNICATIONS

No comments were made.

4. ADOPTION OF CONSENT AGENDA

Minute Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, August 16, 2017 at 5:00 pm

It was moved by Personnel Commissioner Philip Janzen and seconded by Commissioner Bruce Koch to adopt the consent agenda. MOTION NO. 02 - 2017/18

Ayes: Commissioners Bruce Koch, Philip Janzen
Noes: None
Absent: Arlene Saucedo
Abstained: None

5. NEW BUSINESS

A. Consideration and Approval of Layoff List of 12 positions for Paraprofessional Physically Impaired

It was moved by Personnel Commissioner Philip Janzen and seconded by Commissioner Bruce Koch to approve the layoff list for 12 positions for Paraprofessional Physically Impaired. MOTION NO. 03 - 2017/18

Ayes: Commissioners Bruce Koch, Philip Janzen
Noes: None
Absent: Arlene Saucedo
Abstained: None

B. Consideration and Approval of revised job description for the Director of Community Services and Parent Resource Centers (PRC) and salary Recommendation of Classified Management Salary Schedule of Range 18 (\$73,592- \$93,515)

It was moved by Personnel Commissioner Philip Janzen and seconded by Commissioner Bruce Koch to approve the revised job description and salary recommendation for the Director of Community Services and Parent Resource Centers (PRC). MOTION NO. 4 - 2017/18, DOCUMENT NO. 1-2017/18

Ayes: Commissioners Bruce Koch, Philip Janzen
Noes: None
Absent: Arlene Saucedo
Abstained: None

C. Consideration and Approval of revised job description for the Executive Director of Accountability and Communications

Minute Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, August 16, 2017 at 5:00 pm

It was moved by Personnel Commissioner Philip Janzen and seconded by Commissioner Bruce Koch to approve the revised job description for Executive Director of Accountability and Communications

MOTION NO. 5 - 2017/18, DOCUMENT NO. 02-2017/18

Ayes: Commissioners Bruce Koch, Philip Janzen
Noes: None
Absent: Arlene Saucedo
Abstained: None

D. Consideration and Approval of initial salary placement for Paraprofessional – Music
Recommend: Classified Range 11, Step 7

It was moved by Personnel Commissioner Philip Janzen and seconded by Commissioner Bruce Koch to approve the initial salary placement for Paraprofessional – Music - Classified range 11, step 7. MOTION NO. 6 - 2017/18,

Ayes: Commissioners Bruce Koch, Philip Janzen
Noes: None
Absent: Arlene Saucedo
Abstained: None

E. Consideration and Approval exemption status for the position of Administrative Assistant IV – Confidential

It was moved by Personnel Commissioner Philip Janzen and seconded by Commissioner Bruce Koch to approve the initial salary placement for Paraprofessional – Music - Classified range 11, step 7. MOTION NO. 7 - 2017/18,

Ayes: Commissioners Bruce Koch, Philip Janzen
Noes: None
Absent: Arlene Saucedo
Abstained: None

6. INFORMATION AND REPORTS

A. Director's Report

Director Barreras reported that she is now conducting weekly meetings with the Chief HR Officer and also CSEA President. The Personnel Commission office is very busy with many recruitment openings. Commission Staff, Director Barreras along with Human Resources and CSEA will be presenting information at the new employee orientation that will be held on August 31, 2017. The Personnel Commission will present a power point presentation informing new employees of the history of the Merit system and the functions of the Personnel

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Commission office. Director Barreras and HR Specialists, Sandra Edwards and Mary Siegl, will be attending WRIPAC job analysis training August 28th and August 29th. The Personnel Commission will be attending the MCOE Job Fair scheduled for September 20, 2017.

B. Commissioners' Report

Commissioner Koch stated that there will be an annual CSPCA conference coming up in January or February next year. He has attended in the past and it is very informative and he encouraged others to attend.

7. Next Regular Personnel Commission Meeting

Wednesday, September 20, 2017 at 5:00 pm
Madera Unified District Office – Board Room
1902 Howard Road, Madera, CA 93637

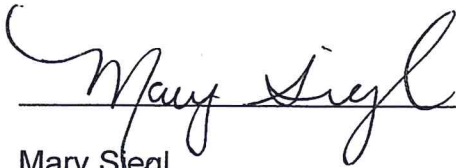
Commissioner Janzen stated he may not be able to attend the September meeting.

8. Future Agenda Items

Commissioner Koch asked for an update on the seniority list.


9. Adjournment

Commissioner Bruce Koch adjourned the Public Session at 5:17 p.m.



Mary Siegl
Human Resources Specialist

Dated: August 31, 2017



Isabel Barreras
Director of Classified Human Resources

Dated: September 7, 2017