



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 13, 2017

Agenda Item:

Consideration to Approve the Minutes from Wednesday, November 15, 2017 regular board meeting.

Agenda Placement:

Consent

Background:

Approval of Minutes from Wednesday, November 15, 2017 regular board meeting.

Recommendation:

It is recommended that the Personnel Commission approve the Minutes from Wednesday, November 15, 2017 regular board meeting.

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, November 15, 2017 at 5:00 PM

The Personnel Commission of the Madera Unified School District convened at their regular Board Meeting in the Board Room, 1902 Howard Road, Madera, California on Wednesday, November 15, 2017 at 5:00 PM.

ROLL CALL

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

Personnel Commission Staff

Isabel Barreras, Director of Classified Human Resources
Sandra Edwards, Human Resources Specialist
Mary Siegl, Human Resources Specialist

Kent Albertson, Chief Human Resources Officer

There were no other visitors in attendance.

1. CALL TO ORDER OF PUBLIC MEETING

Personnel Commissioner Koch called the meeting to order at 5:00 PM. Commissioner Janzen led the flag salute. There were no members of the media present.

2. ADOPTION OF AGENDA

It was moved by Personnel Commissioner Janzen and seconded by Commissioner Saucedo to adopt the agenda. MOTION NO. 22 - 2017/18

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

3. COMMUNICATIONS

No comments were made.

4. ADOPTION OF CONSENT AGENDA

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It was moved by Personnel Commissioner Janzen and seconded by Commissioner Saucedo to adopt the consent agenda. MOTION NO. 23 - 2017/18

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

5. NEW BUSINESS

A. Public Hearing – Discussion, consideration and reappointment of Bruce Koch to Personnel Commission as Commissioners' Appointee for term December 1, 2017 – December

No comments were made.

B. Approval of reappointment of Bruce Koch to Personnel Commission as Commissioners' Appointee for term December 1, 2017 – December 1, 2020

It was moved by Personnel Commissioner Saucedo and seconded by Commissioner Janzen to reappoint Bruce Koch to the Personnel Commission for a three year term effective December 1, 2017 – December 1, 2020. MOTION NO. 24-2017/18

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

**C. Discuss and approve revised classified job descriptions for
Preschool Program**

- a. Classroom Aide**
- b. Classroom Aide – Preschool**
- c. Preschool Paraprofessional Aide**

Director Barreras presented the job descriptions to the Commissioners. Changes were made to require immunizations under SB 792.

It was moved by Personnel Commissioner Janzen and seconded by Commissioner Saucedo to approve the changes the classified job descriptions for the Preschool Program. MOTION NO. 25-2017/18, DOCUMENTS NO. (37-39) - 2017/18

Ayes: Commissioners Bruce Koch, Philip Janzen, Arlene Saucedo

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Noes: None
Absent: None
Abstained: None

D. Discuss and approve revisions to classified confidential job description- Administrative Support Specialist

Director Barreras presented the job description. Changes were made to the minimum qualifications of the position.

It was moved by Personnel Commissioner Janzen and seconded by Commissioner Saucedo to approve the changes to the Administrative Support Specialist job description MOTION NO. 26-2017/18, DOCUMENT NO. 40-2017/18

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

6. INFORMATION AND REPORTS

A. Update on Classified Seniority List

Director Barreras stated she met with CSEA Leadership and also Chief HR Officer Albertson regarding the terminology to be used for the seniority list. It was agreed the list would be based on a previous Seniority list from 2012-2013. Once the list is complete, it will be sent out to all work sites for review.

Chief HR Officer Albertson reported that he had hired someone to work on the list and he anticipated it will be complete in the next few weeks.

Commissioner Koch asked that the seniority list be placed on the agenda for the next meeting for an update.

B. Director's Report

Director Barreras stated that she met with Mr. Garcia who had spoken at the previous Personnel Commission meeting regarding the Grounds II position he applied for. She met with the Deputy Superintendent regarding Mr. Garcia's status. Once a reply is received she will relay the information to Mr. Garcia.

PC staff attended the Pan American Community Job fair on October 26, 2017. It was a well-attended job fair and some good contacts were made. Sandra

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Edwards attended the Neo GOV Conference in Las Vegas and we are ready to implement the NEO GOV system. Director Barreras and staff have started training for the new system and hope to have implementation sometime in March.

Director Barreras informed the Commission of the new PC roundtable discussions that will begin starting November 28, 2017. PC staff and Director Barreras will be going out to various departments and school sites to answer questions and clarify information regarding the Personnel Commission. At this time, the roundtables are scheduled for Maintenance and Operations department on November 28, 2017, Child Nutrition Department on December 5, 2017 and District office on December 7, 2017. CSEA has been invited to attend these meetings with the Personnel Commission staff.

C. Commissioners' Report

It was discussed that Commissioner Koch, Commissioner Saucedo and Director Barreras will be attending the CSPCA conference in February 2018.

Commissioner Saucedo will also be attending the Merit Academy.

7. Next Regular Personnel Commission Meeting

Wednesday, December 13, 2017 at 5:00 PM

Madera Unified District Office – Board Room

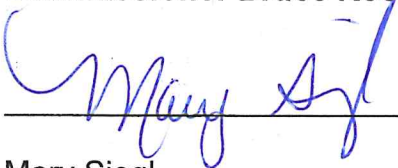
1902 Howard Road, Madera, CA 93637

8. Suggested Future Agenda Items

None were suggested.

9. Adjournment

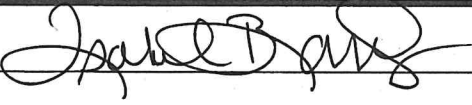
Commissioner Bruce Koch adjourned the Public Session at 5:27 PM.



Mary Siegl
Human Resources Specialist

Dated: December 6, 2017

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Dated: December 6, 2017

Isabel Barreras
Director of Classified Human Resources