

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Wednesday, December 13, 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, December 15, 2017 at 5:00 PM.

**ROLL CALL**

Bruce Koch, Personnel Commission Chair, (arrived late)  
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

Kent Albertson, Chief Human Resources Officer

There were no other visitors in attendance.  
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**1. CALL TO ORDER OF PUBLIC MEETING**

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

**4. ADOPTION OF AGENDA**

It was moved by Personnel Commissioner Janzen and seconded by Commissioner Saucedo to adopt the agenda. MOTION NO. 27- 2017/18

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

**5. COMMUNICATIONS**

No comments were made.

**6. ADOPTION OF CONSENT AGENDA**

It was moved by Personnel Commissioner Saucedo and seconded by Commissioner Janzen to adopt the consent agenda. MOTION NO. 28- 2017/18

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Wednesday, December 13, 2017 at 5:00 PM**

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

**7. NEW BUSINESS**

**A. Discuss and approve New Classified Job Description for Behavior Analyst and Classified Salary Recommendation**

Director Barreras presented the job description to the Commission.

It was moved by Personnel Commissioner Saucedo and seconded by Commissioner Janzen to adopt the new classified job description Behavior Analyst and salary recommendation. MOTION NO. 29- 2017/18, DOCUMENT NO. 41-2017/18

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

**B. Discuss and approve the Revised Classified Job Description for Licensed Vocational Nurse (LVN)**

Director Barreras presented the job description. Changes were made to the purpose statement, reporting structure and clearances.

It was moved by Personnel Commissioner Saucedo and seconded by Commissioner Janzen to approve the changes to the classified job description, (Licensed Vocational Nurse) LVN. MOTION NO. 30-2017/18, DOCUMENT NO. 42- 2017/18

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

**2. Appointment and Swearing in of Joint Appointee- Bruce Koch**

Commissioner Koch arrived at this time and was appointed and sworn in as the Joint Appointee by Director Barreras.

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Wednesday, December 13, 2017 at 5:00 PM**

**3. Consideration of MUSD Personnel Commission Organization:  
2018 Personnel Commissioner Officers;  
Chairperson, Vice- Chairperson, and Secretary**

Commissioner Saucedo accepted the rotation to Chairperson but requested that Commissioner Janzen act as Chairperson until she becomes more familiar with parliamentary procedures and has completed the Merit Academy.

It was moved by Commissioner Janzen and seconded by Commissioner Koch to appoint Commission Saucedo to Commission Chair and to have Commissioner Janzen act as Chairperson until Commission Saucedo is prepared to take the position. MOTION NO. 31-2017/18

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

**C. Discuss and approve the Revised Classified Job Description for  
School Safety Officer**

Director Barreras presented the job description. Changes were made to the purpose statement, reporting structure and clearances.

It was moved by Personnel Commissioner Janzen and seconded by Commissioner Saucedo to approve the changes to the School Safety Officer job description. MOTION NO. 32-2017/18, DOCUMENT NO. 43-2017/18

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

**D. Discuss and approve the Revised Classified Job Description for  
School Safety Officer Lead**

Director Barreras presented the job description. Changes were made to the purpose statement, reporting structure and clearances.



**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Wednesday, December 13, 2017 at 5:00 PM**

It was moved by Personnel Commissioner Janzen and seconded by Commissioner Saucedo to approve the changes to the School Safety Officer – Lead job description MOTION NO. 33-2017/18, DOCUMENT NO. 44-2017/18

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

**E. Discuss and approve the Revised Classified Job Description for Parent Resource Center Assistant**

Director Barreras presented the job description. Changes were made to the purpose statement, reporting structure and clearances.

It was moved by Personnel Commissioner Janzen and seconded by Commissioner Saucedo to approve the changes to the School Safety Officer – Lead job description MOTION NO. 34-2017/18, DOCUMENT NO. 45-2017/18

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

**F. Discuss and approve the Revised Classified Job Description for Spanish Translator – Interpreter**

Director Barreras presented the job description. Changes were made to the purpose statement, reporting structure and clearances.

It was moved by Personnel Commissioner Janzen and seconded by Commissioner Saucedo to approve the changes to the School Safety Officer – Lead job description MOTION NO. 35-2017/18, DOCUMENT NO. 46-2017/18

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

**G. Consideration and Adoption of the 2018 Personnel Commission Regular Meeting Calendar**

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Wednesday, December 13, 2017 at 5:00 PM**

Chief Human Resources Office Kent Albertson requested if the dates of the Personnel Commission meetings could be coordinated to meet prior to the Board of Trustees meetings. Director Barreras stated that she would look at the meeting schedule and dates will be revised if necessary.

It was moved by Personnel Commissioner Koch and seconded by Commissioner Saucedo to approve the 2018 Personnel Commission Meeting Calendar MOTION NO. 36-2017/18, DOCUMENT NO. 47- 2017/18  
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 that she met with CSEA leadership regarding the seniority list. The seniority list will take longer to complete as the list will include the work history of each employee which will include their current hire date, position title, work hours, initial hire dates in these classifications, reorganization and /or reclassification dates if needed.

**B. Director's Report**

Director Barreras stated the issues with Mr. Garcia have not been resolved and she advised Mr. Garcia of his right to file a grievance over the matter. This matter could come back to the Commission later as a Personnel Commission Hearing.

Personnel Commission staff has now conducted 3 roundtable discussions with the classified employees. These discussions went well and staff was complimented for coming out to the different sites to provide information to employees.

Commissioner Koch, Director Barreras and HR Specialist, Mary Siegl, attended the MUSD Winter Showcase Party. It was an excellent event.

**7. Next Regular Personnel Commission Meeting**

Wednesday, January 24, 2018 at 5:00 PM

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Wednesday, December 13, 2017 at 5:00 PM**

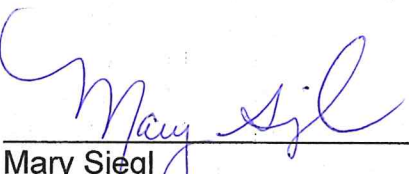
Madera Unified District Office – Board Room  
1902 Howard Road, Madera, CA 93637

**8. Suggested Future Agenda Items**


Commissioner Koch asked if Director Barreras could look into what areas the Personnel Commission has jurisdiction over according to Ed code versus the Human Resources department. He would also like suggestions as to how the Commission should be in compliance with what the Personnel Commission is allowed to do as defined by Education code .

**9. Adjournment**

**Commissioner Janzen adjourned the Public Session at 5:35 PM.**

  
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Mary Siegl  
Human Resources Specialist

Dated: January 16, 2018

  
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Isabel Barreras  
Director of Classified Human Resources

Dated: January 16, 2018