



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** February 21, 2018

**Agenda Item:**

Consideration to Approve the Minutes from Wednesday, January 24, 2018 regular board meeting.

**Agenda Placement:**

Consent

**Background:**

Approval of Minutes from Wednesday, January 24, 2018 regular board meeting.

**Recommendation:**

It is recommended that the Personnel Commission approve the Minutes from Wednesday, January 24, 2018 regular board meeting.

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Wednesday, January 24, 2018 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, January 24, 2018 at 5:00 PM.

**ROLL CALL**

Bruce Koch, Personnel Commission Chair, (arrived 5:05PM)  
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

**Others in Attendance**

Kent Albertson, Chief Human Resources Officer  
Amanda Vela, CSEA President

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**1. CALL TO ORDER OF PUBLIC MEETING**

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

**2. ADOPTION OF AGENDA**

Director Barreras presented a correction to the agenda. Item 5A approval of Initial Salary Placement for Behavioral Health Clinician should be at step 7, \$41.03 hourly and \$85,680 yearly.

It was moved by Personnel Commissioner Janzen and seconded by Commissioner Saucedo to adopt the agenda with the correction to item 5A.  
MOTION NO. 37- 2017/18

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

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**3. COMMUNICATIONS**

No comments were made.

**4. ADOPTION OF CONSENT AGENDA**

It was moved by Personnel Commissioner Saucedo and seconded by Commissioner Janzen to adopt the consent agenda. MOTION NO. 38- 2017/18

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

**5. NEW BUSINESS**

**A. Discuss and approve Initial Salary Placement for Behavioral Health Clinician**

**Recommendation is at Range 54, Step 7, \$41.03 hourly, and \$85,680 yearly of the Classified Salary Schedule**

Director Barreras presented the salary recommendation to the Commission.

It was moved by Personnel Commissioner Koch and seconded by Commissioner Saucedo to approve the Initial salary step placement for the Behavioral Health Clinician at Step 7, Range 54. MOTION NO. 39- 2017/18, DOCUMENT 48- 2017/18.

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

**6. INFORMATION AND REPORTS**

**A. AB 168 Prohibits Use of Employment Applicant Salary**

Director Barreras presented an overview of the new AB 168 bill. All salary inquiries have been removed from all classified job applications and Edjoin. Salary inquiries will also be removed from the new NeoGov System.

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**B. DIRECTOR'S REPORT**

Director Barreras reported that she had recently attended the WRIPAC Competency Modeling Workshop and business meeting on January 17th through January 19<sup>th</sup>. WRIPAC presented two excellent workshops, one on Workplace Bullying and the other Champions for Leadership. Another item discussed at the workshop was the use of videos for difficult recruitments.

On January 10, 2018 Director Barreras attended the Cabinet retreat - Situational Leadership Training on (recognizing diagnostic skills – leadership behaviors).

Neo Gov configuration is moving along. A district wide email will be going out to update all classified employees on the status of the NeoGov System.

Commissioner Koch, Commissioner Saucedo and Director Barreras will be attending the CSPCA conference February 1-4, 2018.

The "We Believe" Conference has been scheduled for March 6, 2018 from 5:30PM - 8:30PM at the Madera County Office of Education. Commissioners will be receiving an invitation in the mail. The conference is expected to have around 200 people in attendance, which will include community leaders, District administration, parents, union leadership, and the Board of Trustees. Strategic planning and the "We Believe" campaign will be discussed.

**C. COMMISSIONER'S REPORT**

Commissioner Saucedo reported that she attended the 1<sup>st</sup> session of the Merit Academy. It was very informative.

**7. NEXT REGULAR PERSONNEL COMMISSION MEETING**

Wednesday, February 21, 2018 at 5:00 PM  
Madera Unified District Office – Board Room  
1902 Howard Road, Madera, CA 93637

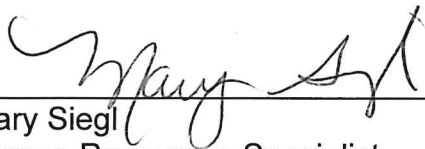
**8. SUGGESTED FUTURE AGENDA ITEMS**

Commissioner Janzen requested an update on the status of the classified seniority list.


**9. ADJOURNMENT**

**Commissioner Janzen adjourned the Public Session at 5:23 PM.**

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Wednesday, January 24, 2018 at 5:00 PM**

  
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Mary Siegl  
Human Resources Specialist

Dated: February 5, 2018

  
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Isabel Barreras  
Director of Classified Human Resources

Dated: February 5, 2018