



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: May 16, 2018

Agenda Item:

Consideration to Approve the Minutes of the Regular Meeting for April 18, 2018.

Agenda Placement:

Consent

Background:

Approval of Minutes from the Regular Meeting for April 18, 2018.

Recommendation:

It is recommended that the Personnel Commission approve the Minutes from the Regular Meeting for April 18, 2018.

**Minutes Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, April 18, 2018 at 5:00 PM**

The Personnel Commission of the Madera Unified School District convened at their regular Board Meeting in the Conference Room, 1902 Howard Road, Madera, California on Wednesday, April 18, 2018 at 5:00 PM.

ROLL CALL

Arlene Saucedo, Personnel Commission Chair
Philip Janzen, Personnel Commission Vice-Chair
Bruce Koch, Personnel Commissioner (arrived late)

Personnel Commission Staff

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

Joseph Halford, Director of Information and Technology
Kent Albertson, Chief Human Resources Officer

Amanda Vela, CSEA President

There were 10 other visitors in attendance.

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1. CALL TO ORDER OF PUBLIC MEETING

Personnel Commissioner Janzen called the meeting to order at 5:05 PM. Director Barreras 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. 46- 2017/18

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

Commission Koch arrived after this motion was approved.

3. COMMUNICATIONS

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Thai Vang, Custodian, Madera Unified School District, discussed a proposal regarding the Custodian's request for a reclassification. He stated that the Custodians perform other duties, which are not listed on their job description.

4. ADOPTION OF CONSENT AGENDA

It was moved by Personnel Commissioner Koch and seconded by Commissioner Saucedo to adopt the consent agenda. MOTION NO. 47- 2017/18

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

5. OLD BUSINESS

A. Discuss and approval of Classified Seniority list.

Director Barreras presented the seniority list. It was agreed that the Personnel Commission will insure that all classified employees get the opportunity to verify and sign-off their seniority dates. The Human Resources department will correct the discrepancies that are found on the seniority list and will forward the Personnel Commission office a finalized copy. A finalized seniority list will be presented to the Commission for final adoption.

Director Barreras requested that the Human Resources Department grant access to the Personnel Commission of all classified employment history in the classified personnel files in order to maintain seniority list and data as per Ed Code.

Chief Human Resources Officer Albertson was not in agreement with this request and stated that all employment history will be entered into the Everest system and therefore access to the files is not needed.

It was moved by Personnel Commissioner Koch and seconded by Commissioner Saucedo to approve the classified seniority list MOTION NO. 48- 2017/18, DOCUMENT NO. 49-2017/18

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

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6. NEW BUSINESS

A. Discuss and approve new Classified Job Description – Paraprofessional – Youth Care Facilitator and recommend Classified Salary Range 24

Director Barreras presented the job description. The position includes evening work hours.

It was moved by Personnel Commissioner Janzen and seconded by Commissioner Saucedo to approve the new classified job description – Paraprofessional – Youth Care Facilitator. MOTION NO. 49-2017/18, DOCUMENT NO. 50-2017/18

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

B. Discuss and approve new Classified Job Description – Technology Trainer and recommend Classified Salary Range 50

Director Barreras presented the job description.

It was moved by Personnel Commissioner Koch and seconded by Commissioner Saucedo to approve the new classified job description – Technology Trainer. MOTION NO. 50-2017/18, DOCUMENT NO. 51-2017/18

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

7. INFORMATION AND REPORTS

A. Personnel Commission Proposed Budget for FY 2018/2019

Director Barreras presented a preliminary proposed budget for the fiscal year 2018/2019. In the past years, there was a \$73,000 operating budget. Last year, a transfer was made of \$31,000 to cover the increase in hours for the Director position to 65%.

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Commissioner Koch stated that with the current workload and increase of schools, the Director position should be a full-time position.

Commissioner Janzen stated that he would like to see a budget submitted which allowed for a full-time Director.

Amanda Vela, CSEA President, questioned what the category Insurance Liability covered on the proposed budget. It is listed twice on the proposed budget under Classified Employees.

Director Barreras indicated she would get clarification on the Insurance Liability category from the Business Office and would get back to her.

The budget will be open for public hearing and approval at the next Personnel Commission meeting on Wednesday, May 16, 2018.

B. Director's Report

Director Barreras followed up on the issues that were discussed at the February 2018 Personnel Commission meeting regarding the proposed desk audits for the Human Resources Specialists. Director Barreras met with Chief Human Resource Officer Albertson and CSEA leadership on April 10, 2018. At that meeting, it was discussed there will not be any desk audits conducted for the Human Resources Specialists, instead, Chief Human Resources Officer will be conducting a reorganization of the Human Resources Department.

At the same meeting, Director Barreras presented to both CSEA and Chief Human Resource Officer Albertson an email dated January 24, 2014 from the PC office to Traci Green, Director of Human Resources. The email explained the Personnel Commission had approved two Human Resources Specialist job descriptions for both departments (Human Resources and Personnel Commission) and both positions were considered separately for reclassifications and salary recommendations.

An MOU was signed between CSEA and the District where the Human Resources Technician II positions were reclassified as Human Resources Specialist – PC at Range 38. This brings clarification to the issue that the PC office is not inventing job descriptions. It is unknown as to why Traci Green did not submit the Human Resource Specialist job description to the Board of Trustees for approval.

The NEOGOV system has gone live. The Personnel Commission office will still accept paper applications and will still have job postings on Edjoin as the

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transition to NEOGOV continues. Two new laptops have been purchased for the Personnel Commission office to assist classified employees needing assistance with the NEOGOV system application process.

The Personnel Commission office is currently recruiting for summer school employment.

The Child Nutrition audit will take longer than previously anticipated. The Director of Child Nutrition has a large audit to prepare for by the CDE/USDA that will occur April 30, 2018 to May 4, 2018.

A closed session will need to be held at the next Personnel Commission. It was decided to start the May 16th meeting at 4:30 pm to have the closed session first.

C. Commissioner's Report

Commissioner Saucedo stated that she attended the Merit Academy last Saturday where she learned about fair employment, hearings, and appeals. The training was very helpful in preparing Commissioner Saucedo for the recent disciplinary appeal hearing.

7. Next Regular Personnel Commission Meeting

Wednesday, May 16, 2018 at 4:30 PM - closed session

Madera Unified District Office – Board Room

1902 Howard Road, Madera, CA 93637

8. Suggested Future Agenda Items

None were suggested.

9. Adjournment

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



Mary Siegl
Human Resources Specialist

Dated: May 2, 2018



Isabel Barreras
Director of Classified Human Resources

Dated: May 2, 2018