



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

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

**Meeting Date:** June 20, 2018

**Agenda Item:**

Consideration to Approve the Minutes of the Regular Meeting for May 16, 2018.

**Agenda Placement:**

Consent

**Background:**

Approval of Minutes from the Regular Meeting for May 16, 2018.

**Recommendation:**

It is recommended that the Personnel Commission approve the Minutes from the Regular Meeting for May 16, 2018.

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Wednesday, May 16, 2018 at 4:30 PM –Closed Session, 5:00**  
**PM – Regular Meeting**

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, May 16, 2018 at 4:30 PM.

**ROLL CALL**

Arlene Saucedo, Personnel Commission Chair  
Philip Janzen, Personnel Commission Vice-Chair  
Bruce Koch, 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  
Vicky Zamora, CSEA Representative

Other visitors were in attendance.  
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**1. CALL TO ORDER OF PUBLIC MEETING –CLOSED SESSION**  
**IMMEDIATELY CONVENED**

Personnel Commissioner Janzen called the meeting to order at 4:30 PM. The meeting was open for public comment on closed session items. No comments were made.

**2. RECONVENE PUBLIC SESSION**

Commissioners Janzen reconvened public session at 5:00 pm. Commissioner Janzen led the flag salute. No members of the media were present.

**3. CLOSED SESSION REPORTABLE ACTIONS**

Commissioner Janzen reported that the Personnel Commission finished their Appeals Hearing on the Disciplinary Action. The Personnel Commission reviewed the written ruling and some minor corrections need to be made. After the corrections are made, the report will be mailed to Appellant and the District.

**4. ADOPTION OF AGENDA**

It was moved by Personnel Commissioner Koch and seconded by Commissioner Saucedo to adopt the agenda. MOTION NO. 51- 2017/18

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

**5. COMMUNICATIONS**

Janet Pavlovich, Madera, CA stated that she is speaking on behalf of Jared Meeks. They are requesting that a Level Five Complaint formal hearing be held before the Personnel Commission. Mr. Meeks has been retaliated for filing his Level 3 complaint with the Personnel Commission by being turned away from work. (Wes Brumley, Maintenance Supervisor, had stated that the Personnel Commission office had informed him not to call Mr. Meeks in for work.) This is a violation of PC Rule 9.1.10. Ms. Pavlovich indicated that she believes that we will have to seek judicial assistance from a higher source, the Board of Education, as we will not get a fair hearing from the Personnel Commission. Mr. Meeks has been working continuously in a vacant position in the Maintenance Department since July 6, 2017 and the position is owed to him.

**6. CONSENT AGENDA**

It was moved by Personnel Commissioner Koch and seconded by Commissioner Saucedo to adopt the consent agenda. MOTION NO. 52- 2017/18

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

**7. OLD BUSINESS**

**PUBLIC HEARING**

**A. Public Hearing of the Proposed 2018-2019 Personnel Commission Budget**

Commissioner Janzen opened the Hearing for public comment. No comments were made.

**B. Adoption of 2018-2019 Personnel Commission Budget**

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Wednesday, May 16, 2018 at 4:30 PM –Closed Session, 5:00**  
**PM – Regular Meeting**

It was moved by Personnel Commissioner Saucedo and seconded by Commissioner Koch for the Personnel Commission to approve the 2018-2019 Personnel Commission Budget. MOTION NO. 53- 2017/18, DOC. NO. 52- 2017/18

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

**8. NEW BUSINESS**

**A. Request Ratification of Resolution No. 1- 2017/2018 – Classified School Employee Week- May 20, 2017 through May 26, 2018**

Commissioner Janzen read the resolution and presented it to Vicky Zamora, Executive Board Member of CSEA

It was moved by Personnel Commissioner Saucedo and seconded by Commissioner Koch for the Personnel Commission to approve Resolution No. 1 - 2017/2018 – Classified School Employee Week – May 20, 2017 – May 26, 2018. MOTION NO. 54- 2017/18

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

**B. Discuss and approve revised classified job description –Research & Systems Improvement Analyst and Salary Recommendation.**

Director Barreras presented the revised job description and salary recommendation of Classified Salary Range 65.

It was moved by Personnel Commissioner Koch and seconded by Commissioner Saucedo for the Personnel Commission to approve the revised job description – Research & Systems Improvement Analyst and salary recommendation of classified range 65. MOTION NO. 55- 2017/18, DOCUMENT NO. 53-2017/18

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



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**9. INFORMATION AND REPORTS**

Director Barreras stated that all seniority lists have been distributed to school sites and departments for employees to verify their dates and indicate if there are any discrepancies.

The Personnel Commission office is working on planning professional development workshops for the 18/19 school year for classified employees that will include completing an application and writing a resume. Another idea, is hosting a public workshop for anyone in the community interested in applying for employment with Madera Unified to explain the employment process.

This summer, the Personnel Commission Staff will be working on reviewing current Personnel Commission Rules and making revisions as well as working on establishing computerized testing for the 18/19 school year.

**10. NEXT REGULAR PERSONNEL COMMISSION MEETING**

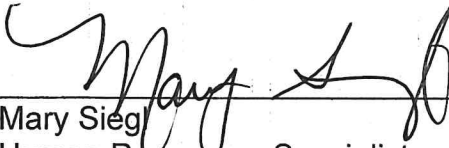
Wednesday, June 20, 2018 at 5:00 PM  
Madera Unified District Office – Board Room  
1902 Howard Road, Madera, CA 93637

**11. SUGGESTED FUTURE AGENDA ITEMS**

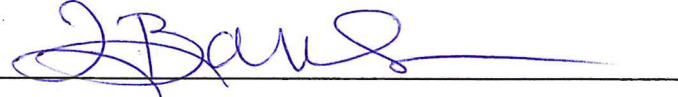
No suggestions were made.

**12. ADJOURNMENT**

**Commissioner Janzen adjourned the Public Session at 5:16 PM.**

  
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Mary Siegl  
Human Resources Specialist

Dated: May 31, 2018

  
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Dated: May 31, 2018

Isabel Barreras  
Director of Classified Human Resources