

**Minutes Record of MUSD Personnel Commission  
Regular Meeting held on Wednesday, September 19, 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, September 19, 2018 at 5:00 PM.

**ROLL CALL**

Arlene Saucedo, Personnel Commission Chair  
Philip Janzen, Personnel Commission Vice-Chair, ABSENT  
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

Linda Gonzalez, CSEA Labor Relations Officer

Kent Albertson, Chief Human Resources Officer

Other visitors attended.

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

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

**2. ADOPTION OF AGENDA**

It was moved by Personnel Commissioner Saucedo and seconded by Commissioner Koch to adopt the agenda. MOTION NO. 09- 2018/2019

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

**3. COMMUNICATIONS**

No public comments were made.

**4. ADOPTION OF CONSENT AGENDA**

It was moved by Personnel Commissioner Saucedo and seconded by Commissioner Koch to adopt the consent agenda. MOTION NO. 10-2018/2019

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

**5. OLD BUSINESS**

**A. Discuss and approval of Classified Seniority list.**

Director Barreras presented the seniority list. The list has been corrected and classified employees had the opportunity to review the list and view the corrections. Moving forward the Personnel Commission will maintain the Classified Seniority List.

It was moved by Personnel Commissioner Saucedo and seconded by Commissioner Koch to approve the classified seniority list. MOTION NO. 11-2018/2019, DOCUMENT NO. 05-2018/2019

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

**6. NEW BUSINESS**

**A. Discuss and approve new Classified Job Description –Group Exercise Instructor – Zumba (Supplemental Help) and Classified Supplemental Salary Recommendation**

Director Barreras presented the job description. This position will report to the Director of Parent Resource Center and Community Services.

It was moved by Personnel Commissioner Saucedo, seconded by Commissioner Koch to approve the new classified job description – Group Exercise Instructor- Zumba, and recommended salary range. MOTION NO.12-2018/2019 DOCUMENT NO. 06-2018/2019

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

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**B. Discuss and approve new Classified Job Description – Child Care Provider (Supplemental Help) and Classified Supplemental Salary Recommendation**

Director Barreras presented the job description. This position will provide quality childcare and a safe environment for children while parents are receiving a variety of professional training on educational programs.

It was moved by Personnel Commissioner Saucedo and seconded by Commissioner Koch to approve the new classified job description – Child Care Provider (Supplemental Help) and recommended salary range. MOTION NO. 13-2018/19, DOCUMENT NO. 07- 2018/2019

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

**C. Discuss and approve the list of school districts and county schools to conduct a Classified Salary Comparison Survey for the following classifications, Child Nutrition, Custodian and Spanish Interpreter/Translator.**

Director Barreras presented the recommended School Districts and County Schools that both CSEA and Human Resources have agreed on to be utilized for the Classified Salary Comparison.

It was moved by Personnel Commissioner Saucedo and seconded by Commissioner Koch to approve the list of recommended School Districts and County Schools to be used in the Classified Salary Comparison Survey  
MOTION NO. 14-2018/2019

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

**D. Discuss and approve the extension of Eligibility List for Warehouse Assistant to expire on 1/18/2019**

Director Barreras explained that the Eligibility list had expired on 1/18/18, but she would like to extend the list for an additional year as allowed in the Personnel Commission rules.

It was moved by Personnel Commissioner Saucedo and seconded by



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Commissioner Koch to approve the extension of the Eligibility list for Warehouse Assistant to expire on 1/18/2019.

MOTION NO. 15-2018/2019

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

**7. INFORMATION AND REPORTS**

**A. Director's Report**

Director Barreras reported that the Commission Office is very busy with recruitments. The computer testing is scheduled for the beginning of October. The new Employee Orientation is scheduled for September 26, 2018 at 1:00 pm.

The PC Specialists attended the Title IX Investigations Workshop held by the Lozano Smith Law Firm on 9/11/18 as part of their professional development.

PC Staff will be attending the Madera Superintendent of Schools Job Fair on September 27, 2018.

**B. Commissioner's Report**

No reports presented.

**8. Next Regular Personnel Commission Meeting**

Wednesday, October 17, 2018 at 5:00 PM  
Madera Unified District Office – Board Room  
1902 Howard Road, Madera, CA 93637

**9. Suggested Future Agenda Items**

No items were suggested.

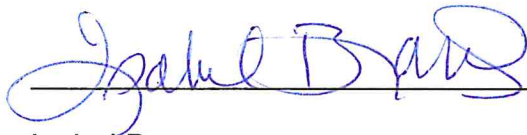
**10. Adjournment**

**Commissioner Koch adjourned the Public Session at 5:20 PM.**

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Mary Siegl  
Human Resources Specialist

Dated: October 18, 2018

  
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Isabel Barreras  
Director of Classified Human Resources

Dated: October 18, 2018