

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Thursday, November 1, 2018 at 4:00 PM

The Personnel Commission of the Madera Unified School District convened at their regular Board Meeting in the Workshop Room, 1902 Howard Road, Madera, California on Thursday, November 1, 2018 at 4:00 PM.

ROLL CALL

Arlene Saucedo, Personnel Commission Chair, (arrived late)
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

Amanda Vela, CSEA President

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1. CALL TO ORDER OF PUBLIC MEETING

Personnel Commissioner Janzen called the meeting to order at 4:00 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 Koch and seconded by Commissioner Janzen to adopt the agenda. MOTION NO. 16- 2018/2019

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

3. COMMUNICATIONS

No public comments were made.

4. ADOPTION OF CONSENT AGENDA

It was moved by Personnel Commissioner Koch and seconded by Commissioner Janzen to adopt the consent agenda. MOTION NO. 17- 2018/2019

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

Commissioner Saucedo arrived at 4:04 pm.

5 NEW BUSINESS

A. Discuss and approve revised classified job description – Mechanic Specialist

Director Barreras presented the revised job description.

It was moved by Personnel Commissioner Koch, seconded by Commissioner Saucedo to approve the revised classified job description – Mechanic Specialist. MOTION NO.18-2018/2019 DOCUMENT NO. 08-2018/2019

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

B. Discuss and approve revised classified job description – Mechanic Technician

Director Barreras presented the revised job description.

It was moved by Personnel Commissioner Koch, seconded by Commissioner Saucedo to approve the revised classified job description – Mechanic Technician. MOTION NO.19-2018/2019, DOCUMENT NO. 09-2018/2019

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

C. Discuss and approve revised classified job description –Supervisor Transportation Operations

Director Barreras presented the revised job description.

It was moved by Personnel Commissioner Koch, seconded by Commissioner Saucedo to approve the revised classified job description – Supervisor-

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Transportation Operations. MOTION NO.20-2018/2019, DOCUMENT NO. 10-2018/2019

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

D. Discuss and approve the 2017 – 2018 Personnel Commission Annual Report

Director Barreras presented the 2017 – 2018 Personnel Commission Annual Report.

It was moved by Personnel Commissioner Koch, seconded by Commissioner Saucedo to approve 2017-2018 Personnel Commission Annual Report. MOTION NO.21-2018/2019 DOCUMENT NO. 11-2018/2019

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

E. Discuss and approve Initial Salary Placement for Paraprofessional – Music at Salary Range 11, Step 7, (\$18.14 hourly)

Director Barreras requested the Commissioner approve the initial salary placement step 7 due to the difficulty of the recruitment and the applicant's extensive experience and education.

It was moved by Personnel Commissioner Koch, seconded by Commissioner Saucedo to approve initial salary step placement for Paraprofessional – Music at Salary range 11, step 7. MOTION NO.22-2018/2019

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

6. INFORMATION AND REPORTS

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**A. AB2160 Merit System Playground Supervisors “Noon Aides”
Permanent Classified Employees, January 1, 2019**

Director Barreras discussed AB2160 and how it will affect the status of the Noon Aides. The Noon Aides will become part of the classified service effective January 1, 2019. The Personnel Commission office will be developing a recruitment plan for the Noon Aides and it will be presented at the December meeting.

B. Director’s Report

Director Barreras reported that the computerized online testing began on October 1, 2018 and everything is running smoothly. Testing is being conducted at Madera Adult School. Principal Raygoza and Administrative Assistant, Jeri Miller, have been extremely helpful in allowing the Personnel Commission to use their facilities.

The Superintendent has agreed to the purchase of 10 Chromebooks for the Personnel Commission office to use for computerized testing. The Chromebooks will be shared with the HR office.

Director Barreras presented a plaque to outgoing CSEA Commissioner, Arlene Saucedo and thanked her for her service to the classified employees of Madera Unified School District.

C. Commissioner’s Report

There were no reports presented.

7. Next Regular Personnel Commission Meeting

Wednesday, December 12, 2018 at 5:00 PM
Madera Unified District Office – Board Room
1902 Howard Road, Madera, CA 93637

8. Suggested Future Agenda Items

No items suggested.

9. Adjournment

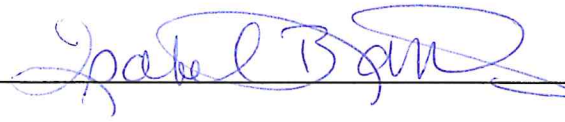
Commissioner Koch adjourned the Public Session at 4:32 PM.

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Mary Siegl
Human Resources Specialist

Dated: November 2, 2018



Isabel Barreras
Director of Classified Human Resources

Dated: November 2, 2018