

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting Held on Thursday, September 20, 2012**

The Personnel Commission of the Madera Unified School District convened in a Special Board Meeting in the Madera Unified District Board Room, 1902 Howard Road, Madera, California on Thursday, September 20, 2012 at 5:30 p.m.

ROLL CALL

Al Galvez, Personnel Commission Chair
Philip Janzen, Personnel Commission Vice –Chair, Absent
Herman Mitchell, Personnel Commissioner

Henry Perea, Director of Classified Human Resources
Mary Siegl, Human Resources Technician II, Personnel Commission
Sandra Edwards, Human Resources Technician II, Personnel Commission

Danny Petty, CSEA President

There were approximately six visitors/district employees in attendance
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1. CALL TO ORDER OF PUBLIC MEETING

Commission Chairperson, Al Galvez, called the Public Session of the Personnel Commission Meeting to order at 5:32 p.m.

2. PLEDGE OF ALLEGIANCE, OPENING, AND ACKNOWLEDGEMENT OF VISITORS AND MEDIA,

Mary Siegl, Human Resources Technician II, led the pledge of allegiance. There were no members of the media present.

3. ADOPTION OF AGENDA - MOTION NO. 5-2012/13

It was moved by Personnel Commissioner Herman Mitchell, seconded by Commissioner Al Galvez to adopt the agenda.

Ayes:	Commissioners Al Galvez, Herman Mitchell
Noes:	None
Absent:	Philip Janzen
Abstained:	None

4. COMMUNICATIONS

No comments were made.

5. ADOPTION OF CONSENT AGENDA - MOTION NO. 6-2012/13

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting Held on Thursday, September 20, 2012**

It was moved by Personnel Commissioner Herman Mitchell, seconded by Commissioner Al Galvez to adopt the consent agenda.

Ayes: Commissioners Al Galvez, Herman Mitchell
Noes: None
Absent: Philip Janzen
Abstained: None

6. NEW BUSINESS

A. Presentation and approval of New Salary Structure for Classified Employees

Sandra Edwards, Human Resources Technician II, presented the New Salary Structure Recommendations for Classified Employees.

**It was moved by Personnel Commissioner Herman Mitchell, seconded by Commissioner Al Galvez to approve the New Salary Structure for Classified employees with the removal of all y- rates from the salary structure.
MOTION NO. 7-2012/13**

Ayes: Commissioners Al Galvez, Herman Mitchell
Noes: None
Absent: Philip Janzen
Abstained: None

B. Discuss and approve new position and job description for Information and Technology Department – Data Technician

Sandra Edwards, Human Resources Technician II, presented the new job description, Data Technician.

It was moved by Personnel Commissioner Herman Mitchell, seconded by Commissioner Al Galvez to approve the new job description, Data Technician. MOTION NO. 8-2012/13

Ayes: Commissioners Al Galvez, Herman Mitchell
Noes: None
Absent: Philip Janzen
Abstained: None

C. First Reading: Revision to PC Rule 2.1.1.1

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting Held on Thursday, September 20, 2012**

Henry Perea, Director of Classified Human Resources, presented the changes to P.C. Rule 2.1.1.1.

D. First Reading: Revision to PC Rules 4.2.5, 6.1.4 and 8.3.4.3

Henry Perea, Director of Classified Human Resources, presented the changes to P.C. Rules 4.2.5, 6.1.4 and 8.3.4.3.

E. Approve Personnel Commission 2011-2012 Annual Report

It was moved by Personnel Commissioner Al Galvez, seconded by Commissioner Herman Mitchell to approve the 2011-2012 Annual Report with an update to Mr. Galvez' biography. MOTION NO. 9-2012/13

Ayes:	Commissioners Al Galvez, Herman Mitchell
Noes:	None
Absent:	Philip Janzen
Abstained:	None

9. INFORMATION AND REPORTS

Henry Perea, Director of Classified Human Resources, discussed the recent FCMAT visit.

10. ANNOUNCEMENTS

The Northern California School Personnel Commissioners Association will be holding their annual conference on Friday, October 12, 2012 and Saturday, October 13, 2012 at the Clarion Hotel in San Jose, California.

11. ADVANCED PLANNING

Commissioner Galvez requested that the next meeting be held at 4:30 pm.

**Next Personnel Commission Regular Meeting:
Thursday, October 11, 2012 at 4:30 p.m.
Madera Unified School District Board Room
1902 Howard Road
Madera, CA 93637**

12. SUGGESTED FUTURE AGENDA ITEMS

Commissioner Galvez recommended that the rule changes discussed be brought back for a second reading and approval.

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Regular Meeting Held on Thursday, September 20, 2012**

13. ADJOURNMENT – MOTION NO. 10 – 2012/ 2013

Commissioner Galvez adjourned the Public Session at 6:12 p.m. Motion made by Commissioner Galvez and seconded by Commissioner Mitchell.

Ayes: Commissioners Al Galvez, Herman Mitchell

Noes: None

Absent: Philip Janzen

Abstained: None

Dated: October 1, 2012

Mary Siegl
Human Resources Technician II

Henry Perea
Director of Classified Human Resources