

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting Held on Monday, April 15, 2013**

The Personnel Commission of the Madera Unified School District convened in a Regular Board Meeting in the District Boardroom, 1902 Howard Road, Madera, California on Monday, April 15, 2013 at 5:30 p.m.

ROLL CALL

Philip Janzen, Personnel Commissioner
Bruce Koch, Personnel Commissioner
Al Galvez, Personnel Commissioner

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

Tracie Green, Director of Human Resources and Labor Relations

Amanda Vela, CSEA Vice-President

There were approximately 4 visitors/district employees in attendance
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1. CALL TO ORDER OF PUBLIC MEETING

Personnel Commission Chairperson, Philip Janzen, called the Public Session of the Personnel Commission Meeting to order at 5:30 p.m.

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

Director of Classified Human Resources, Henry Perea, led the pledge of allegiance. There were no members of the media present.

3. ADOPTION OF AGENDA - MOTION NO. 29-2012-13

It was moved by Personnel Commissioner Al Galvez, seconded by Commissioner Bruce Koch to adopt the agenda.

Ayes: Commissioners Philip Janzen, Al Galvez, Bruce Koch
Noes: None
Absent: None
Abstained: None

4. COMMUNICATIONS

Sylvia Mulherin, MUSD Employee, stated that she had a concern regarding how the Personnel Commission rules are shared with the District. She recently had an

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issue with a job interview where she had to wait 17-19 days for the results of her interview. In the meantime, not sure if it was the Principal or the Director of Human Resources , but someone looked in the personnel files of the applicants and then asked the CSEA president for the next ranks on the Eligibility list. This is a concern because it opens a very serious door that the Personnel Commission rules can be overlooked and the District can try and bypass it somehow. Applicants go through a lot to get on these lists by testing and interviewing to get ranked. It is not a simple process, for someone to go ahead and say this is not enough and we are going to bypass this list and ask for more ranks is wrong. I would like the Personnel Commission to take a stand on this issue and state that it is wrong and will not be tolerated. I would appreciate it if the Personnel Commission would look into this matter and see to it that this is something that does not become common practice. If there is a concern about the Eligibility list the District should work with Personnel Commission prior to the hirings so that those on the Eligibility List will not have to go through this.

Commissioner Janzen thanked Ms. Mulherin for her concern and stated that the Commission will be looking into the matter.

5. ADOPTION OF CONSENT AGENDA - MOTION NO. 30-2012/13

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

Ayes:	Commissioners Philip Janzen, Al Galvez, Bruce Koch
Noes:	None
Absent:	None
Abstained:	None

6. NEW BUSINESS

A. Discuss and approve new job description for Supervisor-Transportation Dispatcher

Sandra Edwards, Personnel Commission, presented the job description Supervisor- Transportation Dispatcher. It was agreed that in order to maintain consistency with other Supervisory job descriptions, an Associate of Arts degree would be required under the education qualification.

It was moved by Personnel Commissioner Al Galvez, seconded by Commissioner Bruce Koch to approve the job description of Supervisor-Transportation Dispatcher with the amendment to require a minimum of an Associate of Arts degree from a nationally accredited college in a related field. MOTION NO. 31-2012/13, DOCUMENT NO. 6-2012/13

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Ayes: Commissioners Philip Janzen, Al Galvez, Bruce Koch
Noes: None
Absent: None
Abstained: None

**B. Discuss and approve new job description for Transportation
Automotive Parts Specialist Clerk**

Sandra Edwards, Personnel Commission, presented the job description Transportation Automotive Parts Specialist Clerk. This new position was created at the request of Transportation Director Ted Newton.

It was moved by Personnel Commissioner Bruce Koch, seconded by Commissioner Al Galvez to approve the job description for Transportation Automotive Parts Specialist Clerk. MOTION NO. 32-2012/13, DOCUMENT NO. 7-2012/13

Ayes: Commissioners Philip Janzen, Al Galvez, Bruce Koch
Noes: None
Absent: None
Abstained: None

C. Approve revisions to Custodian, Head Custodian, Head Custodian II and Head Custodian III job descriptions.

Sandra Edwards, Personnel Commission, presented the revised job descriptions. The Head Custodian I assignment location will now be Elementary and K-8 School and the Head Custodian I will report to the Director of Maintenance and Operations. The Head Custodian II assignment location will now be Middle or High School and the Head Custodian II position will report to the Director of Maintenance and Operations. The Head Custodian III assignment location will be a night roving position and the Head Custodian III will report to the Director of Maintenance and Operations.

On the Custodian job description the reports to will be changed to Head Custodian.

It was moved by Personnel Commissioner Bruce Koch, seconded by Commissioner Al Galvez to approve the revisions to the Custodian, Head Custodian, Head Custodian II and Head Custodian III job descriptions. MOTION NO. 33- 2012/13, DOCUMENT NO. (8-11) 2012/13

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Ayes: Commissioners Philip Janzen, Al Galvez, Bruce Koch
Noes: None
Absent: None
Abstained: None

D. Introduction of Personnel Commission 2013/2014 Budget

It was moved by Personnel Commissioner Al Galvez, seconded by Commissioner Bruce Koch, to approve the introduction of the 2013/14 Personnel Commission Budget and schedule a public hearing for the adoption of the budget on May 16, 2013. MOTION NO. 34-2012/13

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

7. INFORMATION AND REPORTS

Henry Perea, Director of Classified Human Resources, updated the Commissioners that the FCMAT report has been finalized and will be presented to the school board on May 14, 2013. A summary of changes from the draft FCMAT and final FCMAT report were presented.

Overall the FCMAT report found that the Personnel Commission was very well run and has established policies and procedures. FCMAT recommended that there be an organization structure change more so on the District side of Human Resources department. Sandra has been working in the last few weeks on new job descriptions and organization structures for the Human Resources department. One job description has already been submitted to Human Resources.

The Personnel Commission has two main concerns regarding the final FCMAT. In the final report is their analysis that the Personnel Commission is not the final arbitrator in employee discipline. We have notified FCMAT of this concern and expect that this statement will be revised. The other issues is FCMAT's opinion that at some time the District at some point in time, may want to look at combining the District Human Resources and Personnel Commission into one department. This decision would belong to the Personnel Commission.

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Commissioner Galvez, stated that he is hopeful that Personnel Commission's comments especially in regards to employee discipline be included in the final FCMAT report.

8. ANNOUNCEMENTS

No announcements were made.

9. ADVANCED PLANNING

**Next Personnel Commission Regular Meeting:
Thursday, May 16, 2013 at 5:30 p.m.
Madera Unified School District Board Room
1902 Howard Road
Madera, CA 93637**

10. SUGGESTED FUTURE AGENDA ITEMS

Henry Perea, Director of Classified Human Resources, mentioned that the public hearing on the budget will be held at the next meeting.

11. ADJOURNMENT – MOTION NO. 35 – 2012/ 2013

Commissioner Janzen adjourned the Public Session at 6:10 p.m.

Dated: February 28, 2013

Mary Siegl
Human Resources Technician II

Henry Perea
Director of Classified Human Resources