

**Minute Record of MUSD Personnel Commission Meeting  
Regular Meeting Held on Thursday, May 16, 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 Thursday, May 16, 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

Lynn Cogdill, Madera Unified Board of Trustees

Amanda Vela, CSEA Vice-President

There were approximately 6 visitors/district employees in attendance  
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**1. CALL TO ORDER OF PUBLIC MEETING**

Personnel Commission Chairperson, Philip Janzen, called the Meeting to order at 5:00 pm. Commission Chairperson Janzen opened the floor to public comment on the closed session agenda item.

**2. COMMUNICATIONS**

**Amanda Vela, CSEA 1st Vice – President**, stated that the CSEA E-Board had concerns regarding Henry Perea’s availability. There were concerns regarding whether the Commission had more authority that what is being utilized. Other members felt that Mr. Perea was too friendly to the District management and not as friendly CSEA. CSEA is not upset with the Commissioners as a whole, but would like more availability from the Director.

**Lynn Cogdill, citizen and MUSD Board of Trustee**, stated the Personnel Commission and Henry Perea have saved CSEA from a lot of misery that could have occurred. I want to thank Henry Perea and the Personnel Commissioners for the service they have been providing for the CSEA employees, you have fought the school board and prevailed.

**Sylvia Mulherin, classified MUSD employee**, stated she echoed the concerns that Amanda Vela had stated. Ms. Mulherin has stated she would like to see the

**Minute Record of MUSD Personnel Commission Meeting  
Regular Meeting Held on Thursday, May 16, 2013**

Personnel Commission rules more defined. She would like a clear definition between the Human Resources department and the Personnel Commission.

**3. PLEDGE OF ALLEGIANCE, OPENING, AND ACKNOWLEDGEMENT OF VISITORS AND MEDIA,**

At 5:28, Commissioner Janzen reconvened the public meeting. Commissioner Al Galvez led the pledge of allegiance. Director of Classified Human Resources, Henry Perea, led the pledge of allegiance. There were no members of the media present.

**4. CLOSED SESSION REPORTABLE ACTIONS**

Commissioner Janzen thanked everyone for their comments and reported there were no reportable closed session actions at this time.

**5. ADOPTION OF AGENDA - MOTION NO. 36-2012/13**

**It was moved by Personnel Commissioner Al Galvez, seconded by Commissioner Bruce Koch to adopt the agenda with the removal of item 6D- Certification of Seniority list.**

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

**6. COMMUNICATIONS**

**Lynn Cogdill, citizen and MUSD Board of Trustee,** discussed the FCMAT Human Resources report that was reported at the last Board of Trustees meeting. One of the three structure plans FCMAT presented was for the Director of Classified Personnel to work half time for Personnel Commission and then the other half of the time to work in Human Resources for the District. Mr. Cogdill encouraged the Commission not to allow this scenario to occur. Also it needs to be clear to Human Resources and the board in all documented language that the Commission has the final say on disciplinary action regarding CSEA members.

**Janet Pavlovich, MUSD employee,** was not sure why her position was included in the FCMAT report as her position has never been part of the Human Resources department and always part of the business office. Wants to make sure her job title doesn't change.

**Minute Record of MUSD Personnel Commission Meeting  
Regular Meeting Held on Thursday, May 16, 2013**

**Sylvia Mulherin, MUSD employee**, stated that one of the FCMAT recommendations for restructuring has regarding part time Director of Human Resources and part time Director of Commission. In her opinion, this would be a huge conflict of interest and should never be allowed.

**Amanda Vela, CSEA 1st Vice – President**, stated that she agreed with Ms. Mulherin’s comments. CSEA does not want the Director of Human Resources and Personnel Commission combined. These departments should be kept separate.

**7. ADOPTION OF CONSENT AGENDA - MOTION NO.37-2012/2013**

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

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

**8. PUBLIC HEARING – Approval of Personnel Commission 2013/2014 Budget**

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

**It was moved by Personnel Commissioner Bruce Koch, seconded by Commissioner Al Galvez to approve the 2013/2014 Personnel Commission Budget. MOTION NO. 38-2012/2013**

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

**9. NEW BUSINESS**

**A. Discuss recruitment and qualifications for Associate Superintendent of Business and Operations. Revise and approve minimum qualifications if necessary.**

**Sandra Edwards, Human Resources Technician II**, presented an overview of how the current minimum qualifications were established.

**Minute Record of MUSD Personnel Commission Meeting  
Regular Meeting Held on Thursday, May 16, 2013**

**Henry Perea, Director of Classified Human Resources**, discussed California Education code 45280 and how it applied to the Associate Superintendent of Business and Operations Recruitment.

**Mary Siegl, Human Resources Technician II**, addressed whether the experience of being principal of a large size high school would be equivalent to running a large size business office.

**Henry Perea, Director of Classified Human Resources**, stated that he is seeking the Commissions direction in how to apply the experience qualification for this position. He felt that someone who was principal of a large size high school, would qualify under the experience qualifications, but a small size elementary school or middle school would not qualify.

**Commissioner Bruce Koch**, stated that this position was his background for more than 20 years. School Principals are not responsible for the financing of the school.

**Commissioner Philip Janzen**, stated that he felt the opposite. He wants the language interpreted in the job description to get the best possible number of applicants. He could see a principal of a large size high school as acceptable in meeting the minimum qualifications

**Commissioner Al Galvez**, stated that this is a top level management position and he fears that lenient minimum requirements will allow the District to pick whoever they want because no one will be screened out. He feels the minimum requirements should be strict.

**Commissioner Koch**, clarified that he does not see school site experience acceptable at all in meeting the minimum qualifications for the position, only school business office experience should be required.

**Sylvia Mulherin, MUSD Classified employee**, if this is opened up to inside candidates only with school site experience being allowed as meeting requirements this will be opening up a can of worms. It should be made sure these candidates have director or coordinator experience first.

**Lynn Cogdill, MUSD Board of Trustees**, stated he agreed with Sylvia Mulherin's statement. MUSD needs someone from the outside of Madera to show the District how to grow, have vision and understand the future for the Associate Superintendent position. He is in agreement with Commissioner Koch.

**Minute Record of MUSD Personnel Commission Meeting  
Regular Meeting Held on Thursday, May 16, 2013**

**Rachel Villareal, Classified Employee**, stated that the “good old boy” hiring have happened in the past at Madera Unified. Standards should not be lowered so this will not occur again. This position should be opened up to the public.

**Henry Perea, Director of Classified Human Resources**, confirmed and all three Commissioners agreed that the position Associate Superintendent of Business and Operations must require five years of business office experience and the required educational requirements listed on the job description.

**B. Ratification of Resolution No 1-2012/13- Classified School Employee Week- May 19, 2013 through May 25, 2013**

Commissioner Janzen presented the Resolution No. 1-2012/13 to CSEA 1<sup>st</sup> Vice President Amanda Vela. Ms. Vela invited the Commissioners to attend the CSEA Employee Barbeque on Thursday, May 23, 2013 from 10 am to 3pm outside of the CSEA office.

**C. Discuss and approve revision to PC Chapter 10 Rule- Procedures for Disciplinary Action and Appeal – (remover of disclaimer)**

Director of Classified Human Resources, Henry Perea, stated that the FCMAT report had been revised to state that the Personnel Commission is the final arbitrator in employee discipline. The district is in agreement with this, so it is recommended the disclaimer placed on Personnel Commission Chapter 10 rules be removed.

**It was moved by Personnel Commissioner Al Galvez, seconded by Commissioner Bruce Koch to remove the disclaimer on the Chapter 10 Personnel Commission rule. MOTION NO. 39-2012/13**

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

**7. ANNOUNCEMENTS**

Amanda Vela, CSEA Vice President, invited the Personnel Commissioners to attend the CSEA Employee Lunch to be held on Thursday, May 23, 2013.

**8. ADVANCED PLANNING**

**Minute Record of MUSD Personnel Commission Meeting  
Regular Meeting Held on Thursday, May 16, 2013**

**Next Personnel Commission Regular Meeting:  
Thursday, June 20, 2013 at 5:30 p.m.  
Madera Unified School District Board Room  
1902 Howard Road  
Madera, CA 93637**

**10. SUGGESTED FUTURE AGENDA ITEMS**

None were suggested.

**11. ADJOURNMENT – MOTION NO. 40 – 2012/ 2013**

**Commissioner Janzen adjourned the Public Session at 6:32 p.m.**

Dated: June 06, 2013

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Mary Siegl  
Human Resources Technician II

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Henry Perea  
Director of Classified Human Resources