

This meeting will be held via Zoom, a cloud-based video conference in which Commissioners, staff and the public can join via a link or by phone as listed at the bottom of the agenda. It is advisable to test your electronic devices to ensure you are able to access the link. If you have concerns or issues accessing the link prior to this meeting, email marysiegl@maderausd.org by 3:00 pm on Wednesday, November 18, 2020.

MADERA UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting AGENDA

**Regular Meeting
Thursday, November 19, 2020**

For the 4:30 PM Public Meeting, see access below.

Join Zoom Meeting
<https://maderausd.zoom.us/j/82822087167>

**Meeting ID: 828 2208 7167
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+16699009128,,82822087167#,,,,,0#,,424471# US (San Jose)**

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**Madera Unified School District
1902 Howard Road, Madera, CA 93637
4:30 PM – Open Session**

**OUR MISSION
Highest Student Achievement
A Safe and Orderly Learning Environment
Financially Sound and Effective Organization**

1. Pledge of Allegiance, Opening and Acknowledgement of Visitors and Media

2. Adoption of Agenda

Action to add or delete items from any portion of the agenda or to discuss any consent agenda items must be taken prior to adoption of the agenda.

3. Communications

Public Hearing for visitors who wish to speak on a subject not on the Commission agenda. Fifteen minutes of this portion of the meeting are reserved for members of the public to address the Commission on items not listed on the agenda and within the jurisdiction of the Commission. Speakers are limited to three (3) minutes. The Commission is prohibited by law from taking action on matters discussed that are

not on the Agenda, and no adverse conclusions should be drawn if the Commission does not respond to public comment at this time. If you wish to address the Commission, you may do so in two ways:

- Prior to the meeting: you may email your comments to marysiegl@maderausd.org at least 24 hours prior to the meeting. Include your full name and city of residence and public comment in your email. Your comment will be read during this portion of the meeting.
- While in the Zoom meeting:
 1. Click on the **Participants** icon located at the bottom of the screen.
 2. On the new window, click on the Raise Hand icon and wait for your name to be called.
 3. State your name and city of residence prior to your comment.

4. Consent Agenda

Items listed under the consent agenda are considered routine and are acted on by the Commission in one motion. There is no discussion of these items prior to the Commission's vote unless a member of the Commission, staff or public requests specific items be considered and discussed separately and/or removed from the Consent Agenda prior to the adoption of the Agenda. It is understood that the Administration recommends approval on all consent items. Each item on the consent agenda approved by the Commission shall be deemed to have been considered in full and adopted as recommended.

A. Approval of minutes:

1. Approve minutes from Thursday, October 29, 2020, Regular Meeting.

B. Consideration and approval of Eligibility Lists for:

1. Human Resources Specialist - Lead
2. Position Control Technician
3. School Safety Officer – 3.5 hour position

5. New Business

- ##### **A. PUBLIC HEARING** – Public hearing and consideration for the reappointment of Bruce Koch to a 3 year term as the Commissioner's Joint Appointee; term to begin December 1, 2020 – November 30, 2023.

6. Information and Reports

- A. Presentation of the Classified Quarterly Employee Award to Belen Lopez – District Registrar
- B. Director's Report
- C. Commissioner's Report

7. Next Regular Personnel Commission Meeting

Thursday, December 10, 2020 at 4:30 pm
Madera Unified School District Office –Virtually through Zoom

1902 Howard Road
Madera, California 93637

8. Suggested Future Agenda Items

9. Adjournment

Board Room Accessibility: The Madera Unified School District encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation to participate in the public meeting, please contact the Personnel Commission office at 559-675-4500 extension 295 at least 48 hours before the scheduled Personnel Commission meeting so that we may make every reasonable effort to accommodate you. (Government code 54954.2)



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: November 19, 2020

Agenda Item:

Approval of the Minutes of the Regular Meeting of October 29, 2020.

Agenda Placement:

Consent

Background:

Approval of Minutes from the Regular Meeting of October 29, 2020.

Recommendation:

It is recommended that the Personnel Commission approve the Minutes from the Regular Meeting of October 29, 2020.

Minute Record of MUSD Personnel Commission Meeting
Regular Meeting held on Thursday, October 29, 2020 at 4:30 PM

The Personnel Commission of the Madera Unified School District convened a Regular Board Meeting via Zoom, a cloud-based video communication, on Thursday, October 29, 2020 at 4:31 p.m.

Roll Call

Bruce Koch, Personnel Commission Chairperson -**ABSENT**
Fran Wheat, Personnel Commission Vice-Chair
Philip Janzen, Personnel Commissioner

Isabel Barreras, Director, Classified Human Resources
Mary Siegl, Human Resources Specialist, Personnel Commission

Anna Maldonado, Human Resource Officer
Cheri Giddens, CSEA President
Brian Chiarito, Assistant Director of Child Nutrition

No other visitors attended.

1. 4:31 PM – Call to Order of Public Meeting - Pledge of Allegiance, Opening and Acknowledgement of Visitors and Media

- Vice-Chair Wheat called the meeting to order at 4:31 pm.
- Commissioner Wheat led the flag salute.

2. Adoption of the Agenda

- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the adoption of the agenda. MOTION NO. 18-2020/21.

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

3. Communications

- There were no public comments.

4. Adoption of the Consent Agenda

- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the Consent Agenda. MOTION NO. 19-2020/21.

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

5. New Business

A. Discuss and approve the revised classified job description for Database Administrator Developer

- Director Barreras discussed the changes to the minimum qualifications that would allow for more flexibility and increase the number of qualified applicants.
- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the revised classified job description for Database Administrator Developer. MOTION NO. 20-2020/21, DOCUMENT NO. 08-2020/21

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

B. Consideration and approval to classify the new and revised job descriptions for Information Systems Series –Career Ladder Pathway

- Director Barreras presented phase 1 of the reorganization of the Information Technology and Support Services department. The reorganization consists of creating various levels of classifications within the series that will allow for professional growth and promotional opportunities for employees within a newly established career pathway. The first phase includes the Information Systems Series:
 - Information Systems Technician (new position)
 - Information Systems Specialist (revised position)
 - Information Systems Specialist II (new)
 - Information Systems Specialist – Lead

Salary surveys were conducted using the following schools and college districts: Central USD, Clovis USD, Dinuba USD, Fairfield- Suisun USD, Fresno USD, Merced City School District and State Center Community College School District. Incumbent employees will be grandfathered into their revised titles.

- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the new and revised classified job descriptions and salary recommendations for the Information Systems Series – Career Ladder Pathway. MOTION NO. 21-2020/21, DOCUMENT NO. (09-12)-2020/21

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

C. Discuss and approve the new classified job description for School Office Technician

- Director Barreras presented the new classified job description School Office Technician.
- Mary Siegl, Human Resources Specialist, reported that there was a typo on the coversheet for the School Office Technician and the correct salary range for the position is range 17.
- Commissioner Wheat questioned if CSEA was in agreement with the new job description.

- CSEA President Giddens stated CSEA approves of the new School Office Technician job description.
- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the new classified job description, School Office Technician.

MOTION NO. 22-2020/21, DOCUMENT NO.13-2020/21

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

D. Discuss and approve Initial Salary Step Placement for the Assistant Director of Child Nutrition

- Director Barreras presented the request to place the Assistant Director of Child Nutrition at Range 11, Step 4 of the Classified Supervisory Schedule. The candidate has over 11 years of work experience in a supervisory position and K-12 school setting, which far exceeds the minimum qualifications. MOTION NO. 23-2020/21, DOCUMENT NO. 14- 2020/21

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

6. Information and Reports

A. Director's Report

- Director Barreras reported that the Personnel Commission office continues to stay busy with recruitments and creating new job descriptions.
- The classified committee continues to plan for its virtual conference that will be held in the middle of June. The committee is planning to make the conference two days with afternoon sessions only.
- The Board of Trustees approved on October 13, 2020 the Classification and Compensation Study. The steering committee will be comprised of eight members from the following groups: CSEA, Confidential employees, Supervisory employees and Senior Management. The committee's first meeting will be on 11/6 to discuss the scope of the work and the committee's role and responsibilities. This will follow with a joint meeting and presentation to the Board of Trustees and the Personnel Commission. Next will be an employee forum to go over the study. The PC office will lead the study and will be in charge of the logistics.
- Personnel Commission office conducted six Classified Workshops in the months of October for all classified employees and the outside public. The presentations topics included:
 - How to prepare for an oral panel interview
 - How to file an online- classified application
 - Classified Employment Process & Test Taking Tips
 - Application Screening & Appeals

The following Workshops were presented for hiring authorities (managers) and Administrative Assistants:

- MUSD Classified Recruitment & Selection Process

➤ Classified Temporary Pool Assignments (Substitutes)

- PC staff attended the NEOGOV virtual conference where we learned about recruitments and the enhancing tools that have been introduced;

B. Commissioner's Report

- Commission Wheat stated that she misses Commission Koch and hopes that he will be able to join the next Zoom meeting. Director Barreras indicated that she would work on getting a Chromebook to Commissioner Koch.

7. Next Regular Personnel Commission Meeting

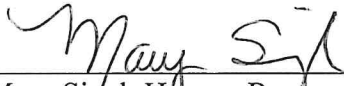
- Thursday, November 19, 2020 at 4:30 PM
Madera Unified District Office – Virtually on Zoom
1902 Howard Road, Madera, CA 93637

8. Suggested Future Agenda Items

- None were suggested.


9. Adjournment

- Vice- Chair Wheat adjourned the Public Session at 5:08 PM.



Mary Siegl, Human Resources Specialist

Date: November 2, 2020



Isabel Barreras, Director of Classified HR

Date: November 2, 2020



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: November 19, 2020

Agenda Item:

Consideration and Approval of Eligibility Lists for: Human Resource Specialist – Lead, Position Control Technician, and School Safety Officer.

Agenda Placement:

Consent

Background:

Eligibility lists have been placed on the agenda as a consent item. If for some reason any Commissioner would like to remove a list, it can be done.

1. Human Resources Specialist – Lead, 11.19.20
2. Position Control Technician, 11.19.20
3. School Safety Officer - 3.5 hour position, 11.19.20

Recommendation:

It is recommended that the Personnel Commission approve the Eligibility lists as presented.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: November 19, 2020

Agenda Item:

Public hearing and consideration for the reappointment of Bruce Koch to a 3 year term as the Commissioner's Joint Appointee; term to begin December 1, 2020 – November 30, 2023.

Agenda Placement:

Action

Background:

Pursuant to MUSD Personnel Commission Rule 2.1.3.3 appointment procedures and Education Section Codes 45245 – 45248:

1. At the September 17, 2017 meeting of the Personnel Commission, the Commission members appointed by the Board of Trustees and CSEA made their formal announcement to reappoint Commissioner Bruce Koch to another 3 year term to begin December 1, 2020 – November 30, 2023.
2. The Commissioners may now open the Public Hearing for any comments on the reappointment of Bruce Koch.

Recommendation:

It is recommended that Personnel Commission reappointment of Bruce Koch to a 3 year term as the Commissioner's Joint Appointee; term to begin December 1, 2020 – November 30, 2023.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: November 19, 2020

Agenda Item:

Presentation of the Classified Quarterly Employee Award to Belen Lopez – District Registrar.

Agenda Placement:

Informational

Background:

The Personnel Commissions will present the Classified Quarterly Employee Award for the first quarter to Belen Lopez – District Registrar.

Recommendation:

Presentation of the Classified Quarterly Employee Award.