

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 isabelbarreras@maderausd.org by 3:00 pm on Wednesday, December 9, 2020.

MADERA UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting AGENDA

**Regular Meeting
Thursday, December 10, 2020**

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

Join Zoom Meeting

<https://maderausd.zoom.us/j/82209298842>
Meeting ID: 822 0929 8842

One tap mobile +16699009128,
82209298842 (San Jose)

**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. Appointment and Swearing in of Joint Appointee – Bruce Koch**
- 3. Consideration of MUSD Personnel Commission Organization:**
 - 2021 Personnel Commission Officers; Chairperson, Vice-Chairperson, and Secretary

4. 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.

5. 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 isabelbarrerasl@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.

6. 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, November 19, 2020, Regular Meeting.

B. Consideration and approval of Eligibility Lists for:

1. Paraprofessional Special Needs (7hrs)
2. Transportation Operations Assistant

7. New Business

A. Consideration and Adoption of the 2021 Personnel Commission Regular Meeting Calendar

8. Information and Reports

A. Director's Report

B. Commissioner's Report

9. Next Regular Personnel Commission Meeting

Thursday, January 21, 2021 at 4:30 pm
Madera Unified School District Office –Virtually through Zoom
1902 Howard Road
Madera, California 93637

10. Suggested Future Agenda Items

11. 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: December 10, 2020

Agenda Item:

Consideration of MUSD Personnel Commission Organization: 2020-2021 Personnel Commission Officers; Chairperson, Vice-Chairperson, and Secretary.

Agenda Placement:

Action

Background:

As stated in Personnel Commission Rule 2.1.5, "At its first regularly scheduled meeting in December of each year, the Commission shall establish a rotation for members to serve as Chairperson and Vice-Chairperson for a period of one (1) year or until such time as their successors are duly elected. The rotation for Chairperson shall be a Commissioner whose term is set to expire the following year. The Vice-Chairperson should be the Commissioner whose term will expire one year after that of the Chairperson. The Commission at this same meeting shall appoint the Director of Personnel Classified Human Resources as Secretary to the Personnel commission."

Recommendation:

It is recommended the following officers be considered and selected to serve for the next year.

1. Chairperson
2. Vice-Chairperson
3. Secretary



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 10, 2020

Agenda Item:

Approval of the Minutes of the Regular Meeting of November 19, 2020.

Agenda Placement:

Consent

Background:

Approval of Minutes from the Regular Meeting of November 19, 2020.

Recommendation:

It is recommended that the Personnel Commission approve the Minutes from the Regular Meeting of November 19, 2020.

Minute Record of MUSD Personnel Commission Meeting
Regular Meeting held on Thursday, November 19, 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, November 19, 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
Ana Perez, Human Resources Specialist, Personnel Commission

Vicki Mendoza, Human Resource Manager

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. 24-2020/21.

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. 25-2020/21.

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

5. New Business

A. PUBLIC HEARING - Public hearing and consideration for the reappointment of

Bruce Koch to a 3-year term as Commissioner's Joint Appointee, term to begin December 1, 2020 – November 30, 2023.

- No comments were made
 - It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve 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. MOTION NO. 26-2020/21
- Ayes: Commissioners Janzen, Wheat
Noes: None
Absent: Koch
Abstained: None

6. Information and Reports

A. Director's Report

- Director Barreras reported that a new assembly bill, AB 2234 was recently passed. This bill allows district personnel commissions to hire their own independent legal counsel without needing permission from the school district attorney when commissioners believe there is a conflict of interest. It allows commissions to declare a conflict of interest through a majority vote instead of relying on district legal counsel and to charge the expense to the District.
- We have kicked off the Classification and Compensation Study comprised of 4 Phases. The fourth Phase will be the Salary Compensation Study.
 - 11/6 – Steering committee met
 - 11/9 – PC staff met with Consultants to discuss logistics
 - 11/12 – All Employee Forum via Zoom
 - 11/13 – Phase 1 Employees zoom meeting to discuss the employee questionnaire and their participation.
 - We have under 200 employees in the following class families' job descriptions: Administrative Services (18), Human Resources (7), Acct/Communications (6), Financial Services (12), and Technology (10).
 - Deadline to submit their questionnaire is 12/4/2020.
 - The consultants will then interview Phase 1 employees and draft job descriptions, steering committee will review them, and supervisors will review them as well.
 - Consultants will draft final job descriptions around May.
 - Phase II Employees will received their questionnaire in July.
 - At the January meeting, I will have the Eric Hall & Associates do a short presentation for you so that you can see the entire process and timeline of the project.
- PC has started the recruitment to replace Mary Siegl in our office.
- At the December meeting, we will swear in Commissioner Koch, board organization, and approve the meeting calendar for 2021.

B. Commissioner's Report

- Commission Wheat thanked Mary Siegl for her service to the Personnel Commission and wished her well on her new assignment and stated she will be greatly missed.

7. Next Regular Personnel Commission Meeting

- Thursday, December 10, 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 5:00 PM.



Mary Siegl, Human Resources Specialist

Date: November 20 2020



Isabel Barreras, Director of Classified HR

Date: November 20, 2020



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 10, 2020

Agenda Item:

Consideration and Approval of Eligibility Lists for: Paraprofessional Special Needs (7hrs) and Transportation Operations Assistant.

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. Paraprofessional Special Needs (7hrs), 12-10-20
2. Transportation Operations Assistant, 12-10-20

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: December 10, 2020

Agenda Item:

Consideration and Adoption of the 2021 Personnel Commission Regular Meeting Calendar.

Agenda Placement:

Action

Background:

The Personnel Commission will consider and adopt a calendar of meetings for the next year. Regular meetings of the Personnel Commission will be held on the 3rd Thursday of each month with the exception of the June meeting. All meeting will begin at 4:30 p.m. in the MUSD Board Room at 1902 Howard Road, Madera, CA. Meeting dates and times are subject to change.

Recommendation:

Proposed Meeting Dates
Monday, January 21, 2021
Thursday, February 18, 2021
Thursday, March 18, 2021
Thursday, April 15, 2021
Thursday, May 20, 2021
Wednesday, June 23, 2021
Thursday, July 15, 2021
Thursday, August 19, 2021
Thursday, September 16, 2021
Thursday, October 21, 2021
Thursday, November 18, 2021
Thursday, December 9, 2021

2021 Personnel Commission Meeting Calendar

Meeting are normally held the 3rd Thursday of the month at 4:30 pm. Meeting dates and times are subject to change.

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