

**Minute Record of MUSD Personnel Commission Meeting  
Regular Meeting Held on Thursday, July 25, 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, July 25, 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 5 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**

There were no public comments made regarding closed session.

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

At 5:22 pm, Commissioner Janzen reconvened the public meeting. Henry Perea, Director of Classified Human Resources, led the pledge of allegiance. There were no members of the media present.

**4. CLOSED SESSION REPORTABLE ACTIONS**

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

**5. ADOPTION OF AGENDA - MOTION NO. 01-2013/14**

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**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

**6. COMMUNICATIONS**

**There were no public comments made.**

**7. ADOPTION OF CONSENT AGENDA - MOTION NO.2-2013/2014**

**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

**8. NEW BUSINESS**

**A. Discuss and approve new classified job description- At Risk Student**

Henry Perea, Director of Classified Human Resources, asked that this position be tabled for a future meeting.

**B. Discuss and approve new Classified Supervisory job description- Human Resources Supervisor**

The Personnel Commission recommended that the salary range for this position be at Supervisory Range 9.

**It was moved by Personnel Commissioner Al Galvez, seconded by Commissioner Bruce Koch, to approve the job description Human Resources Supervisor with discussion regarding the language in the job description "dexterity of hands and fingers". It was decided the language would stay in the job description- MOTION NO. 3-2013/2014, DOCUMENT NO. 1-2013/2014**

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

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Abstained: None

**9. Information and Reports**

**A. Update on Classified seniority list**

Henry Perea, Director of Classified Human Resources, stated that the District Human Resources department was still working on the list and it was not ready to be presented at this time.

**B. Personnel Commission Training for District Management- Wednesday, July 31, 2013**

Henry Perea, Director of Classified Human Resources announced that he would be presenting an overview of the Merit System Rules and an overview of Attendance policies at the Charge meeting schedule for July 31, 2013 at 8:45 am. A presentation regarding leaves would also be presented by Eileen O'Hare Anderson, Attorney at Liebert, Cassidy Whitmore. The Personnel Commissioners were invited to attend this meeting.

**C. Hearing date for S. Mulherin Complaint**

A hearing date for a complaint filed by Sylvia Mulherin was scheduled for Monday, August 5, 2013 at the Madera Unified District office boardroom.

It was decided a pre-hearing conference would be held at 9:00 am prior to the hearing.

**10. ADVANCED PLANNING**

**Next Personnel Commission Regular Meeting:  
Thursday, August 15, 2013 at 5:30 p.m.  
Madera Unified School District Board Room  
1902 Howard Road  
Madera, CA 93637**

**10. SUGGESTED FUTURE AGENDA ITEMS**

Commissioner Galvez questioned when there will be a Merit system training for the general membership.

Commissioner Janzen suggested a joint meeting for School Board members, Superintendent and Personnel Commission regarding the Merit System.




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**11. ADJOURNMENT – MOTION NO. 4 – 2013/ 2014**

**Commissioner Janzen adjourned the Public Session at 5:48 p.m.**

  
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Mary Siegl  
Human Resources Technician II

Dated: August 23, 2013

  
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Henry Perea  
Director of Classified Human Resources