

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting Held on Thursday, September 19, 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, September 19, 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

Steven Alexander, Director of Information and Technology
Lynn Cogdill, Madera Unified Board of Trustees
Edward Gonzalez, Superintendent
Tracie Green, Director of Human Resources and Labor Relations

Danna Petty, CSEA President

There were approximately 8 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 5:30 pm.

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

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

4. ADOPTION OF AGENDA - MOTION NO. 5-2013/14

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

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

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6. COMMUNICATIONS

There were no public comments made.

7. ADOPTION OF CONSENT AGENDA - MOTION NO.6-2013/2014

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

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| 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- Assistant Superintendent Administrative and Support Services

Henry Perea, Director of Classified Human Resources, stated the Superintendent had requested that this position be downgraded from Associate Superintendent to Assistant Superintendent.

Amanda Vela, CSEA Vice President, stated that she questioned why overseeing the Human Resources department had been removed from the job description.

Tracie Green, Director of Human Resources and Labor Relations, stated that the Human Resources department and Fiscal Services Directors will report directly to the Superintendent.

It was moved by Personnel Commissioner Al Galvez, seconded by Commissioner Phil Janzen, to approve the revised job description Assistant Superintendent Administrative and Support Services. MOTION NO. 7-2013/2014, DOCUMENT NO. 2-2013/2014

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

B. Discuss and approve revised job description – Chief Financial Officer

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Henry Perea discussed the District's request to revise the Director of Fiscal Services job description and replace the job description with the Chief Financial Officer title. The current Director of Fiscal Services would assume the revised job description presented.

Lynn Cogdill, Board of Trustees and resident, stated he would like the Commission to deny this request.

Danna Petty, CSEA President, stated that this position is a reclassification request. CSEA has 19 classifications that have been waiting for reclassification for one and half years. This position should not be reclassified until the other classification have been dealt with first.

Amanda Vela, CSEA Vice-President, that Classified employees have been over worked and not been allowed to be reclassified in the positions they are working in, why should this position move forward first? Also, high level management positions should require the bachelor degree that the Commission has previously required.

Commissioner Janzen stated that based on comments that were presented and discussion the Commission would be taking no action on this position. It will be sent back to the District for further clarification.

9. Information and Reports

Henry Perea, Director of Classified Human Resources, stated that the District has requested a recruitment be opened for 2 Human Resource Technicians. As per the Personnel Commission rules the positions will recruited internally first.

Ed Gonzalez, Superintendent, stated that the current Director of Fiscal Services is dealing with a \$46 million dollar budget and performing the high level duties of a CFO. He would like the organizational structure to have the Director of Fiscal Services report directly to the Superintendent and not an Associate Superintendent, which was the previous organizational structure. Due to the fiscal piece being removed from the previous Associate Superintendent position, he has requested the Associate Superintendent position be downgraded to an Assistant Superintendent.

10. ADVANCED PLANNING

The regularly scheduled meeting for October was cancelled.

**The next Personnel Commission Regular Meeting was scheduled for:
Wednesday, November 13, 2013**

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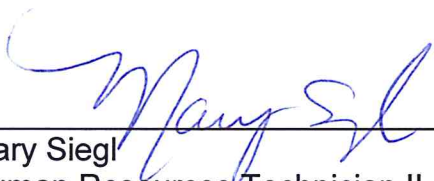
**Madera Unified School District Board Room
1902 Howard Road
Madera, CA 93637**

10. SUGGESTED FUTURE AGENDA ITEMS

None were suggested.

11. ADJOURNMENT – MOTION NO. 8 – 2013/ 2014

Commissioner Janzen adjourned the Public Session at 6:16 p.m.



Mary Siegl
Human Resources Technician II

Dated: September 20, 2013



Henry Perea
Director of Classified Human Resources