

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting Held on Wednesday, November 13, 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 Wednesday, November 13, 2013 at 5:30 p.m.

ROLL CALL

Philip Janzen, Personnel Commissioner
Bruce Koch, absent
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

There were approximately 0 visitors/district employees in attendance.
.....

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. 9-2013/14

It was moved by Personnel Commissioner Al Galvez, seconded by Commissioner Philip Janzen to adopt the agenda.

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

6. COMMUNICATIONS

There were no public comments made.

7. ADOPTION OF CONSENT AGENDA - MOTION NO.10-2013/2014

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting Held on Wednesday, November 13, 2013**

It was moved by Personnel Commissioner Al Galvez, seconded by Commissioner Philip Janzen to adopt the consent agenda. MOTION NO. 11-2013/14

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

8. NEW BUSINESS

A. Limit the number of candidates for Clerk II -3.5 hour Eligibility List to top 12 scores including ties.

Mary Siegl, Human Resources Technician II, stated that 34 applications had been received for this position. Due to the large number of applications the Personnel Commissioners agreed to limit the number of applicants to be placed on the Eligibility list to the top 12 scores including ties.

It was moved by Personnel Commissioner Al Galvez, seconded by Commissioner Phil Janzen, to approve the limitation to the Clerk II Eligibility list to the top 12 scores including ties. MOTION NO. 12- 2013/14

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

B. First Reading: Revision to Chapters 1-6 of Personnel Commission Rules

Commissioner Al Galvez asked that Rule 4.2.3.5 be reviewed and revised.

No action taken as this was First Reading.

C. Presentation of Personnel Commission 2012-2013 Annual Report

Commissioner Janzen recommended that the Annual Report be included in the new employee packet.

9. Information and Reports

Henry Perea, Director of Classified Human Resources, stated a lot of new recruitments will be opening up soon.

10. ADVANCED PLANNING

**Minute Record of MUSD Personnel Commission Meeting
Regular Meeting Held on Wednesday, November 13, 2013**

It was decided the next Personnel Commission Regular Meeting will be scheduled for:

**Thursday, December 12, 2013 at 5:30 pm at
Madera Unified School District Board Room
1902 Howard Road
Madera, CA 93637**

10. SUGGESTED FUTURE AGENDA ITEMS

None were suggested.

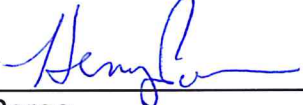
11. ADJOURNMENT

Commissioner Janzen adjourned the Public Session at 5:42 p.m.



Mary Siegl
Human Resources Technician II

Dated: December 4, 2013



Henry Perea
Director of Classified Human Resources