



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: September 19, 2018

Agenda Item:

Consideration to Approve the Minutes of the Regular Meeting for August 9, 2018.

Agenda Placement:

Consent

Background:

Approval of Minutes from the Regular Meeting for August 9, 2018.

Recommendation:

It is recommended that the Personnel Commission approve the Minutes from the Regular Meeting for August 9, 2018.

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Thursday, August 9, 2018 at 4:00 PM –Closed Session
4:30 PM – Regular Meeting

The Personnel Commission of the Madera Unified School District convened at their regular Board Meeting in the Conference Room, 1902 Howard Road, Madera, California on Thursday, July 19, 2018 at 4:00 PM.

ROLL CALL

Arlene Saucedo, Personnel Commission Chair
Philip Janzen, Personnel Commission Vice-Chair
Bruce Koch, Personnel Commissioner

Personnel Commission Staff

Isabel Barreras, Director of Classified Human Resources
Sandra Edwards, Human Resources Specialist
Mary Siegl, Human Resources Specialist

Kent Albertson, Chief Human Resources Officer

Amanda Vela, CSEA President

Other visitors attended.
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1. CALL TO ORDER OF PUBLIC MEETING –CLOSED SESSION
IMMEDIATELY CONVENED

Personnel Commissioner Saucedo called the meeting to order at 4:03 PM. The meeting was open for public comment on closed session items. No comments were made.

2. RECONVENE PUBLIC SESSION

Commissioners Janzen reconvened public session at 4:47 pm. Commissioner Janzen let the Pledge of Allegiance. No members of the media were present.

3. CLOSED SESSION REPORTABLE ACTIONS

Commissioner Janzen reported that there were no reportable actions.

4. ADOPTION OF AGENDA

It was moved by Commissioner Koch and seconded by Commissioner Saucedo to adopt the agenda. MOTION NO. 06- 2018/19

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Ayes: Commissioners Bruce Koch, Philip Janzen, Arlene Saucedo
Noes: None
Absent: None
Abstained: None

5. COMMUNICATIONS

Amanda Vela, CSEA President discussed that a member has requested clarification regarding how her initial salary step placement was determined and hopes that someone will get back to the member.

The Union has been getting questions from members that meet with Director Barreras, why Sandra Edwards attends these meetings.

Also, there are complaints about many of the clerical positions currently posted requiring Spanish bilingual skills. Ms. Vela would like to know if the District would be offering Spanish classes or trainings for their employees. She feels this is reverse discrimination.

6. CONSENT AGENDA

It was moved by Commissioner Koch and seconded by Commissioner Saucedo to adopt the consent agenda. MOTION NO. 07- 2018/19

Ayes: Commissioners Philip Janzen, Bruce Koch, Arlene Saucedo
Noes: None
Absent: None
Abstained: None

7. NEW BUSINESS

**A. Discuss and approve revised classified job description –
Transportation Dispatcher**

Director Barreras presented the revised job description, which includes requiring a bus driver certification for the Transportation Dispatcher.

Amanda Vela, CSEA President, stated that the Transportation Department is currently having many issues. The primary issues are with the contract language being broken and people are missing out on trips. She understands there is a shortage of bus drivers, but the dispatchers should be dispatching buses, not out driving. There is already a shortage of office staff because most of the staff is out driving buses except for the Administration Assistant. She would like the District to work on more incentives to recruit School Bus Drivers.

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Director Barreras responded that some of the issues President Vela discussed are working conditions and should be discussed with the District and not the Personnel Commission. Director Barreras also pointed out that the job description has included as part of the essential functions where it states that the transportation dispatcher covers for ill drivers or breakdowns, for the purpose of ensuring completion of transportation routes in a timely manner.

Kent Albertson, Chief Human Resources Officer, stated the District is fully staffed with School Bus Drivers. The issue is not the recruitment of School Bus Drivers, but an attendance problem. On a Friday, there could be 25 Bus Drivers absent. Other Districts do require their Dispatchers to have a School Bus Driver certification.

It was moved by Commissioner Koch and seconded by Commissioner Saucedo for the Personnel Commission to approve the revised classified job description Transportation Dispatcher. MOTION NO. 08-2018/19, DOC. NO. 04-2018/19

Ayes:	Commissioners Bruce Koch, Philip Janzen,
Noes:	Arlene Saucedo
Absent:	None
Abstained:	None

9. INFORMATION AND REPORTS

A. Director's Report

Director Barreras discussed there was an employee who had questioned her initial salary step placement. Director Barreras had previously responded to the employee's email and requested to meet with the employee again to help clarify the misinterpretation of the PC rules. Director Barreras also stated it is her protocol to include whichever staff member she would like in her meetings in order to ensure there are no misunderstandings of the conversations that take place.

Commissioner Saucedo asked Director Barreras to explain the current policy and process for Initial Salary Step Placement.

Director Barreras also reported the office has been very busy filling vacancies. The process is starting for computerized testing.

The NEOGOV training for staff and Administration has been pushed back to October.

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B. Commissioner's Report

Commissioner Saucedo reported that she attended the 92nd CSEA Conference and there was a class regarding the Merit system that was very informative and also there were great motivational speakers.

10. NEXT REGULAR PERSONNEL COMMISSION MEETING

Wednesday, September 19, 2018 at 5:00 pm
Madera Unified School District Office – Board Room
1902 Howard Road
Madera, CA 93637

11. SUGGESTED FUTURE AGENDA ITEMS

No suggestions were made.


12. ADJOURNMENT

Commissioner Janzen adjourned the Public Session at 5:11 PM.



Mary Siegl
Human Resources Specialist

Dated: August 14, 2018



Isabel Barreras
Director of Classified Human Resources

Dated: August 14, 2018