

In accordance with [Assembly Bill 361 \(2021-2022\)](#), 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 below on 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 marysiegl@maderausd.org by 3:00 pm on Tuesday, January 25, 2022.

MADERA UNIFIED SCHOOL DISTRICT
Personnel Commission
1902 Howard Road, Madera, CA 93637

AGENDA
Regular Meeting
Wednesday, January 26, 2022

4:30 PM Public Meeting

Join Zoom Meeting
<https://maderausd.zoom.us/j/89487269566>

Meeting ID: 894 8726 9566
One tap mobile

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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. 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.

3. 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 marysiegl@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.
 3. State your name and city of residence prior to your comment.

4. 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 the minutes from Thursday, December 16, 2021, Regular Meeting
 - 2. Approve the minutes from Thursday, January 13, 2002, Special Meeting
- B. Consideration and approval of Eligibility List/s for:
 - 1. Accounting Technician IV - Open/Competitive
 - 2. Equipment Manager - Open/Competitive
 - 3. Human Resources Technician II - Open/Competitive
 - 4. Secretary (Spanish bilingual skills required) – Open/Competitive and Promotional
 - 5. Software Developer - Open/Competitive

5. New Business

- A. Consideration to continue to hold the Personnel Commission's Board public meeting via teleconferencing in February 2022 to safeguard the health of attendees amid the emergency of the COVID-19 Pandemic

6. Informational and Reports

- A. Classification and Compensation Study Update
- B. Director's Report
- C. Commissioner's Report

7. Next Regular Personnel Commission Meeting

Wednesday, February 23, 2022 at 4:30 pm
Madera Unified School District Office –Virtually through Zoom
1902 Howard Road
Madera, California 93637

8. Suggested Future Agenda Items

9. 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 294 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: January 26, 2022

Agenda Item:

Consideration and approval of the Minutes from the Regular Meeting of December 16, 2021

Agenda Placement:

Consent

Background:

Approval of Minutes from the Regular Meeting of December 16, 2021.

Recommendation:

It is recommended that the Personnel Commission approve the Minutes from the Regular Meeting of December 16, 2022.

Minutes Record of MUSD Personnel Commission Meeting Regular Meeting held on Thursday, December 16, 2021 at 4:30 PM

The Personnel Commission of the Madera Unified School District convened at a Regular Board Meeting via Zoom, a cloud-based video communication, on Thursday, December 16, 2021 at 4:30 p.m.

Roll Call

Fran Wheat, Personnel Commission Chair
Philip Janzen, Personnel Commissioner Vice-Chair
David Hernandez, Personnel Commissioner

Isabel Barreras, Director Classified Human Resources
Mary Siegl, Human Resources Specialist - Personnel Commission
Lucy Osuna present on behalf of Mr. Aiello, Assistant Superintendent, Human Resources
Vicky Zamora, CSEA 1st Vice - President
Other visitors attended.

1. Call to Order of Public Meeting Pledge of Allegiance, Opening and Acknowledgement of Visitors and Media

- Chair Wheat called the meeting to order at 4:30 pm.
- Commissioner Wheat led the flag salute.

2. Appointment and Swearing in of CSEA Appointee – Fran Wheat

- Director Barreras administered the Oath of Office to Commissioner Fran Wheat.
- Vicky Zamora, CSEA 1st Vice- President, thanks Fran Wheat for her service to CSEA.
- Commissioner Wheat thanked CSEA for her reappointment and indicated that she is looking forward to serving a new term as the CSEA Representative.

3. Consideration of MUSD Personnel Commission Organization

- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the rotation of officers for the 2022 year, with Commissioner Janzen serving as the Chairperson and Commissioner Hernandez serving as the Vice- Chair. MOTION NO. 21-2021/22.

Ayes:	Commissioners: Janzen, Hernandez and Wheat
Noes:	None
Absent:	None
Abstained:	None

4. Adoption of Agenda

- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the adoption of the agenda. MOTION NO. 22-2021/22.

Ayes:	Commissioners: Janzen, Hernandez and Wheat
Noes:	None
Absent:	None
Abstained:	None

5. Communications

- No comments were made.

6. Consent Agenda

- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the Consent Agenda with a correction to the Meeting minutes under Item 6A add the language under bullet 2 – the LMT's will be evaluated in Phase III of the classification study as requested by CSEA President, Cheri Giddens.

MOTION NO. 23-2021/22.

Ayes:	Commissioners: Janzen, Hernandez and Wheat
Noes:	None
Absent:	None
Abstained:	None

7. New Business

A. Discuss and approve the proposed new job class description for Parent Resource Center Assistant – Lead and Classified Salary Compensation Survey

- Director Barreras presented the new job description and salary compensation survey.
- Director Medina stated she was very excited to have this new position approved as it is much needed.
- Director Hernandez commented that there were very few Districts that had comparison positions, as Madera Unified is a trailblazer in the area of Parent Resource Centers.
- It was moved by Commissioner Janzen and seconded by Commissioner Wheat to approve the new job description for Parent Resource Center Assistant-Lead and salary recommendation at Range 30. MOTION NO. 24-2021/22, DOCUMENT NO. 07-2021/22.

Ayes:	Commissioners: Janzen, Hernandez and Wheat
Noes:	None
Absent:	None
Abstained:	None

B. Consideration and Adoption of the 2022 Personnel Commission Regular Meeting Calendar

- Director Barreras presented the proposed meeting calendar.
- CSEA expressed a conflict with their monthly scheduled CSEA meetings.
- Commissioner Janzen suggested that all meetings be moved to a Wednesday.
- Director Barreras stated she would revise the calendar and bring it back for approval in January.

8. Information and Reports

A. Presentation of the Classified Quarterly Employee Award 1st Quarter to Erika Agredano – Alpha Elementary- Parent Resource Center Assistant

- Commissioner Janzen presented the Classified Quarterly Employee Award to Erika Agredano.
- Ms. Agredano thanked the Commissioners for the honor of receiving the award.

B. Director's Report

- Director Barreras congratulated the recipient of the Classified Quarterly Award to Erika Agredano.
- The Personnel Commission office continues to work hard on recruitments to fill many vacancies.
- Mary Siegl will be contacting each Commissioner regarding reservations for the CSPCA 2022 Conference on March 6-8.
- There will be a Special Personnel Commission Meeting on January 13, 2021 to comply with AB 361 virtual meeting regulations. Our regular Personnel Commission meeting will follow in January.
- Director Barreras wished everyone a wonderful Christmas and Happy New Year.

9. Next Regular Personnel Commission Meeting

- Thursday, January 13, 2022 at 4:30 pm
Madera Unified School District Office –Virtually through Zoom
1902 Howard Road
Madera, California 93637

10. Suggested Future Agenda Items

- None was suggested.

11. Adjournment

- Commissioner Janzen adjourned the meeting at 5:02 pm.


Isabel Barreras, Director of Classified HR

Date: January 3, 2022



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: January 26, 2022

Agenda Item:

Consideration and approval of the Minutes from January 13, 2022, Special Meeting

Agenda Placement:

Consent

Background:

Approval of Minutes from the Special Meeting of January 13, 2022.

Recommendation:

It is recommended that the Personnel Commission approve the Minutes from January 13, 2022, Special Meeting.

**Minutes Record of MUSD Personnel Commission Meeting
Special Meeting held on Thursday, January 13, 2021 at 4:30 PM**

The Personnel Commission of the Madera Unified School District convened at a Special Board Meeting via Zoom, a cloud-based video communication, on Thursday, January 13, 2021 at 4:30 p.m.

Roll Call

Fran Wheat, Personnel Commission Chair
Philip Janzen, Personnel Commissioner Vice-Chair
David Hernandez, Personnel Commissioner

Mary Siegl, Personnel Specialist Lead - Personnel Commission
Vicky Zamora, CSEA 1st Vice - President
No other visitors attended.

1. Call to Order of Public Meeting Pledge of Allegiance, Opening and Acknowledgement of Visitors and Media

- Commission Chair Janzen called the meeting to order at 4:34 pm.
- Commissioner Janzen led the flag salute.

2 Adoption of Agenda

- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the adoption of the agenda. MOTION NO. 25-2021/22.
Ayes: Commissioners: Janzen, Hernandez and Wheat
Noes: None
Absent: None
Abstained: None

3. Communications

- No comments were made.

4. New Business

A. Consideration to continue to hold the Personnel Commission's Board public meeting via teleconferencing in January 2022 to safeguard the health of attendees amid the emergency of the COVID-19 Pandemic

- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to continue to hold the Personnel Commission's Board public meetings via teleconferencing for January 2022 to safeguard the health of attendees amid the emergency of the COVID-19 Pandemic. MOTION NO. 26-2021/22
Ayes: Commissioners: Janzen, Hernandez and Wheat
Noes: None
Absent: None
Abstained: None

B. Consideration and Adoption of the 2022 Personnel Commission Regular Meeting Calendar

- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the 2022 Personnel Commission Regular Meeting Calendar.. MOTION NO. 27-2021/22, DOC. NO. 08-2021/22

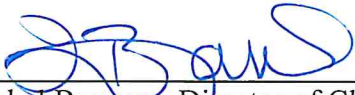
Ayes: Commissioners: Janzen, Hernandez and Wheat
Noes: None
Absent: None
Abstained: None

5. Next Regular Personnel Commission Meeting

Wednesday, January 26, 2022 at 4:30 pm
Madera Unified School District Office –Virtually through Zoom
1902 Howard Road
Madera, California 93637

6. Adjournment

Commissioner Janzen adjourned the meeting at 4:38 pm.



Isabel Barreras, Director of Classified HR

Date: January 18, 2022



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: January 26, 2022

Agenda Item:

Consideration and Approval of the following Eligibility Lists for Open/Competitive and Promotional Opportunities

Agenda Placement:

Consent

Background:

Eligibility Lists has 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. Accounting Technician IV - Open/Competitive
2. Equipment Manager - Open/Competitive
3. Human Resources Technician II - Open/Competitive
4. Secretary (Spanish bilingual skills required) – Open/Competitive and Promotional
5. Software Developer - Open/Competitive

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: January 26, 2022

Agenda Item:

Consideration to continue to hold the Personnel Commission's Board public meeting via teleconferencing in February 2022 to safeguard the health of attendees amid the emergency of the COVID-19 Pandemic

Agenda Placement:

Action

Background:

On March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency in California due to the COVID-19 pandemic. This declaration remains active.

On March 17, 2020, the governor issued Executive Order N-29-20, which authorized the holding of public meetings via teleconferencing during the pandemic and suspended requirements of the Bagley-Keen Act and the Brown Act that members of a legislative body and the public be present in person.

Since April 16, 2020, public meetings of the Personnel Commission Board have been held via online video conferencing due to pandemic health concerns.

On June 11, 2021, the governor issued Executive Order N-08-21, which set an ending of September 30, 2021, to the public meeting rules in Executive Order N-29-20.

On September 16, 2021, the governor signed Assembly Bill (AB) 361 (2021-2022), which enables teleconferencing for public meetings during a proclaimed state of emergency under certain conditions. AB 361 will sunset on January 1, 2024.

The state and county departments of Public Health publicly report local COVID-19 data and only 53.51% of all Madera County resident have been fully vaccinated for COVID-19 ([as of Jan. 19](#)). It merits noting that the state's Department of Public Health found that, from Oct. 24-30 this year, those unvaccinated were 11.9 times more likely to be hospitalized with COVID-19 than those fully vaccinated. Holding public in-person meetings in February could thus pose a potential health risk to the public.

Given the situation stated above, it seems our district's circumstances would satisfy the requirements of the state to hold public meetings via teleconferencing in January. The Personnel Commission will need to review this decision and make findings every 30 days regarding the need to meet via teleconferencing.

Recommendation:

The Personnel Commission discuss and consider holding their Personnel Commission's Board public meeting via teleconferencing in February 2022 to safeguard the health of attendees amid the emergency of the COVID-19 Pandemic.