

MADERA UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting
AGENDA

Regular Meeting
Thursday, August 18, 2011
Madera Unified School District Board Room – 1902 Howard Road, Madera, CA 93637
5:30 PM – Open Session

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

A. 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, come to the podium and state your name and address.

4. Consent Agenda

Items listed under the consent agenda are considered to be 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. Routine business transactions, annual renewal of programs, bids, agreements, notices of public hearings and proclamations:

1. Approve minutes from Thursday, July 21, 2011 Meeting
2. Approve Eligibility List for Bus Driver Trainer, Secretary, Paraprofessional Special Needs, Paraprofessional Assistant to Physically Impaired

5. New Business

- A. Approval of job description – Bus Driver Trainer/Dispatcher
- B. Discussion and approval of new job descriptions for Administrative Services
- C. Discussion and approval of new job descriptions for Maintenance and Operations
- D. Discussion and approval of new job descriptions Nutritional Services- Child Nutrition
- E. Discussion and approval of new job descriptions for Printing Service
- F. Discussion and approval of new job descriptions Warehouse

6. Information and Reports

7. Announcements

8. Advance Planning

Next Regular Personnel Commission Meeting

Thursday, September 15, 2011 at 5:30 pm
Madera Unified School District Boardroom
1902 Howard Road
Madera, California 93637

10. Suggested Future Agenda Items

11. Adjournment