

MADERA UNIFIED SCHOOL DISTRICT

**Personnel Commission Meeting**  
**AGENDA**

Regular Meeting  
Wednesday, October 12, 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, August 18, 2011 Personnel Commission Meeting
2. Approve Eligibility Lists for Lead Budget Account Analyst, School Bus Driver/Relief Driver, Secretary – Attendance, Bus Driver Trainer/Dispatcher

**5. New Business**

- A. Accept resignation of Personnel Commissioner Robert Blazer and update recruitment for replacement.
- B. Discussion and approval of new job descriptions for Information Technology and Support Services
- C. Discussion and approval of new job descriptions for Security Services
- D. Approval of new position and job description- Paraprofessional Special Needs Preschool

**6 Old Business**

- A. Discussion and approval of new job description for Print Services

**7. Information and Reports**

**8. Announcements**

**9. Advance Planning**

**Next Regular Personnel Commission Meeting**

Monday, November 14, 2011 at 5:30 pm  
Madera Unified School District Boardroom  
1902 Howard Road  
Madera, California 93637

**10. Suggested Future Agenda Items**

**11. Adjournment**