

MADERA UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting
AGENDA

Regular Meeting
Monday, April 15, 2013
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 February 25, 2013 regular meeting
2. Approve Eligibility Lists for Bus Driver/Relief Driver, Child Nutrition Assistant I, Classroom Aide- Preschool, Information Systems Specialist, Network Specialist

5. New Business

- A. Discuss and approve new job description for Supervisor – Transportation Dispatcher
- B. Discuss and approve new job description for Transportation Automotive Parts Specialist Clerk
- C. Approve revisions to Custodian, Head Custodian I, Head Custodian II and Head Custodian III job descriptions
- D. Introduce Personnel Commission 2012/2013 Budget. Schedule public hearing and Adoption of budget for May 16, 2013 meeting. Ed codes section 45235 (b).

6. Information and Reports

- A. Discuss FCMAT final reports – Human Resources and Information and Technology

7. Announcements

8. Advance Planning

Next Regular Personnel Commission Meeting

Thursday, May 16, 2013 at 5:30 pm
Madera Unified School District Boardroom
1902 Howard Road
Madera, California 93637

9. Suggested Future Agenda Items