MADERA UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting
AGENDA

Regular Meeting
Monday, May 23, 2016
Madera Unified School District Board Room
1902 Howard Road, Madera, CA 93637
5:00 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 city of residence.

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:

1. Approve minutes from April 6, 2016 regular meeting

2. Approve Eligibility Lists for : Family Support Specialist, Paraprofessional – Community Based, Paraprofessional Special Needs Preschool

5. Old Business

PUBLIC HEARING

A. PUBLIC HEARING – Personnel Commission 2016/2017 Budget

B. Approval and adoption of Personnel Commission 2016/2017 Budget

6. New Business

A. Request Ratification of Resolution No. 1-2015/2016 Classified School Employee Week – May 16, 2016 through May 20, 2016

B. Discuss and approve revised classified job description - Supervisor – Transportation Shop

C. Discuss and approve revised classified job description – Accounting Technician IV

D. Discuss and approve new classified job description – Communications Assistant
Recommend salary range: Classified Range 37

E. Discuss and approve new classified job description – Research, Evaluation and Assessment Analyst
Recommend salary range: Create additional classified ranges to accommodate recommended salary of $71,989.33 to $86,746.33 per year

F. Approve initial salary step placement Mechanic Technician
Recommended placement : Step 4

7. Information and Reports

8. Next Regular Personnel Commission Meeting

Wednesday, June 15, 2016 at 5:00 pm
Madera Unified School District Workshop Room
1902 Howard Road
Madera, California 93637

9. Suggested Future Agenda Items

10. 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 295 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)