

MADERA UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting
AGENDA

Regular Meeting
Thursday, June 20, 2013
Madera Unified School District Board Room
1902 Howard Road, Madera, CA 93637
5:30 PM – Closed Session
5:40 PM – Open Session

OUR MISSION

Highest Student Achievement
A Safe and Orderly Learning Environment
Financially Sound and Effective Organization

1. **5:30 PM: Call to Order of Public Meeting – Closed Session Immediately Convened**
Public Hearing for visitors who wish to address the Board on Closed Session Items: Speakers seeking to comment on other items are requested to make those Comments during the Public Comment portion of the meeting at 5:30 p.m. 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, any 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.
 - A. **Personnel**
 1. **Public Employee Appointment/ Employment Evaluation – Director of Classified Human Resources**
 - B. **Adjournment of Closed Session**

5:40 PM- Public Meeting

2. **Reconvene Public Session**
3. **Pledge of Allegiance, Opening and Acknowledgement of Visitors and Media**
4. **Closed Session Reportable Actions**
5. **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.

6. 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.

7. 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 May 16, 2013 regular meeting
2. Approve Eligibility List for Network Administrator

8. Old Business

- A. Approval of employment contract – Henry Perea, Director of Classified Human Resources
- B. Approval of Classified Seniority List

9. New Business

- A. Approval of new Classified job description – Associate Superintendent of Administrative Services
- B. Approval of new Classified job description - Human Resource Coordinator-Confidential
- C. Limit Number of Candidates for Custodian Oral Panel
Recommendation: Limit to 15 candidates with top scores, plus ties, to Oral Panel
- D. Set Hearing Date for employee complaint- level 5

10. Information and Reports

11. Announcements

12. Advance Planning

Next Regular Personnel Commission Meeting

Thursday, July 18, 2013 at 5:30 pm
Madera Unified School District Boardroom
1902 Howard Road
Madera, California 93637

13. Suggested Future Agenda Items

14. 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]