

MADERA UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting
AGENDA

Regular Meeting
Monday, August 24, 2015
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 July 22, 2015 regular meeting
2. Approve Eligibility Lists for : Child Nutrition Operations Assistant, Data Technician, Delivery Person- CN Food Handler, Health Services Assistant, Information Systems Specialist, Information Technology Supervisor, Library Media Technician I, LVN, Maintenance Journeymen-Welder, Office Technician, Relief/ School Bus Driver

5. New Business

- A. Discuss and approve revisions to classified job descriptions -Warehouse Assistant and Delivery Person- Child Nutrition Food Handler
- B. Discuss and approve new classified job description – Senior Buyer
Recommend classified salary range: 40
- C. Discuss and approve revised classified job description- Buyer
- D. Discuss and approve revised classified job description – Multi-lingual Student Services Liaison
- E. Discuss and approve revised classified job description Human Resources Specialist
- F. Discuss and approve new classified job description - Coordinator of Human Resources. Recommend supervisory salary range.
- G. Discuss and approve new classified senior management job description- Chief Financial Officer and recommend senior management salary range.
- H. Consider hiring an outside consulting firm to assist in the recruitment of the Chief Financial Officer

6. Information and Reports

7. Advance Planning

Next Regular Personnel Commission Meeting
Wednesday, September 23, 2015 at 5:00 pm

Madera Unified School District Boardroom
1902 Howard Road
Madera, California 93637

8. Suggested Future Agenda Items

9. 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)