

MADERA UNIFIED SCHOOL DISTRICT

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

Regular Meeting  
Wednesday, October 18, 2017  
Madera Unified School District Boardroom  
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. Approval of minutes:**

1. Approve minutes from Monday, September 25, 2017, regular meeting

##### **B. Eligibility Lists:**

1. Consideration and approval of Eligibility list for Accounting Technician III
2. Consideration and approval of Eligibility list for Delivery Person – CN Food Handler
3. Consideration and approval of Eligibility list for Family Liaison
4. Consideration and approval of Eligibility list for Maintenance Journeymen-Electrician

#### **5. Old Business**

- ##### **A. Discuss and approve reporting structure changes to the following Classified job descriptions that report to the Business Manager:**
- a. Accounting Technician I
  - b. Accounting Technician II
  - c. Accounting Technician III
  - d. Accounting Technician IV
  - e. Accounting Technician V
  - f. Payroll Accounting Specialist – Lead
  - g. Position Control/Payroll Technician I

#### **6. New Business**

- A. Discuss and approve new Classified Job Description - Learning Communities for School Success Program (LCSSP) Student Advocate and recommend Classified Salary Range 34
- B. Discuss and approve 2016 - 2017 Personnel Commission Annual Report

**7. Information and Reports**

- A. Director's Report
- B. Commissioner's Report

**8. Next Regular Personnel Commission Meeting**

Wednesday, November 15, 2017 at 5:00 pm  
Madera Unified School District Office - Board 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)