

MADERA UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting AGENDA

Regular Meeting
Wednesday, August 21, 2019
Madera Unified School District Conference Room
1902 Howard Road, Madera, CA 93637
4:30 PM – Closed Session, 5:00 PM – Open Session

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

1. 4:30 PM: Call to Order Public Meeting – Closed Session
Immediately Convened

Public Hearing for visitors who wish to address the Commission on Closed Session items. Speakers are limited to three (3) minutes. The Personnel 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 Personnel Commission does not respond to public comment at this time. If you wish to address the Commission, come to the microphone and state your name and city of residence.

A. Personnel

1. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION
[Section 54956.9(a) of the Government Code]:

A. Meeks v. Madera Unified School District, et al., Madera County
Superior Court Case No. MCV078359

B. Adjournment of Closed Session

2. Reconvene Public Session

3. Pledge of Allegiance, Opening and Acknowledgement of Visitors and Media

4. Closed Session Reportable Actions (Government Code Section 54957.1)

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 agenda

6. Communications

A. Public Hearing for visitors who wish to speak on a subject not on the Commission agenda. Speakers are limited to three (3) minutes. The Personnel 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.

7. Consent Agenda

Items listed under the consent agenda are considered 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 Wednesday, July 17, 2019, Regular Meeting.

B. Consideration and approval of Eligibility Lists for:

1. Administrative Assistant – School Site
2. Office Assistant
3. Paraprofessional
4. School Bus Driver
5. Secretary – Attendance
6. Spanish Translator/Interpreter
7. Student Advocate
8. Warehouse Assistant

8. New Business

- A. Discuss and approve new classified job description for Student Services Technician and Classified Salary Recommendation
- B. Discuss and approve new classified job description for Child Welfare and Attendance Specialist and Classified Salary Recommendation
- C. Discuss and approve new classified job description for Child Welfare and Attendance Supervisor and Classified Supervisory Salary Recommendation
- D. Discuss and approve the Professional Services Agreement for Hilda Montoy's Law Corporation

- E. Discussion and approval to hear the pending Employee Complaint Appeal or appoint a Hearing Officer

9. Information and Reports

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

10. Next Regular Personnel Commission Meeting

Wednesday, September 18, 2019 at 5:00 pm
Madera Unified School District Office – Boardroom
1902 Howard Road
Madera, California 93637

11. Suggested Future Agenda Items

12. 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)



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: August 21, 2019

Agenda Item:

Consideration to Approve the Minutes of the Regular Meeting for July 17, 2019.

Agenda Placement:

Consent

Background:

Approval of Minutes from the Regular Meeting July 17, 2019.

Recommendation:

It is recommended that the Personnel Commission approve the Minutes from the Regular Meeting for July 17, 2019.

Minute Record of MUSD Personnel Commission Meeting
Regular Meeting held on Wednesday, July 17, 2019 at 9:00 AM

The Personnel Commission of the Madera Unified School District convened in a Special Board Meeting in the District Office Conference Room, 1902 Howard Road, Madera, California on Wednesday, July 17, 2019 at 9:00 a.m.

Roll Call

Philip Janzen, Personnel Commission Chairperson
Bruce Koch, Personnel Commission Vice - Chair
Fran Wheat, Personnel Commissioner

Isabel Barreras, Director, Classified Human Resources
Sandra Edwards, Human Resources Specialist, Personnel Commission
Mary Siegl, Human Resources Specialist, Personnel Commission

Other visitors were in attendance.

1. 4:00 PM – Call to Order of Public Meeting – Closed Session Immediately Convened

- Chairperson Janzen called the meeting to order at 4:00 pm.
- There were no public comments made. Chairperson Janzen adjourned to Closed Session pursuant to Government Code Section 54957(b) (1).

2. Reconvene Public Session/Call to Order of Regular Meeting

3. Pledge of Allegiance, Opening and Acknowledgement of Visitors and Media

- Chairperson Janzen reconvened the Regular Meeting by calling the Public Session to order at 5:00 PM.
- Commissioner Wheat led the pledge of allegiance.

4. Closed Session Reportable Actions (Government Code Section 54957.1)

- Chairperson Janzen announced there were no Closed Session reportable actions.

5. Adoption of the Agenda

- Director Barreras requested to add an additional item: Agenda Item 5C under New Business Extend the Head Custodian 1 Eligibility List for 6 months with an expiration date of 12/20/2019.
- It was moved by Vice-Chair Koch and seconded by Commissioner Wheat to approve the agenda with the addition of Item 5C under New Business – Approval to Extend the Eligibility list of Head Custodian 1 until December 20, 2019.
MOTION NO. 03-2019/20.

Ayes:	Commissioners Janzen, Koch Wheat
Noes:	None
Absent:	None
Abstained:	None

6. Communications

- No public comments were made.

7. Adoption of the Consent Agenda

- It was moved by Vice – Chair Koch and seconded by Commissioner Wheat to approve the Consent Agenda. MOTION NO. 04-2019/20.

Ayes: Commissioners Janzen, Koch Wheat
Noes: None
Absent: None
Abstained: None

8. New Business

A. Discuss and approve revised job description, Special Services Technician

- Director Barreras presented the job description with the title change from Special Service Data Technician to Special Services Technician.
- It was moved by Vice – Chair Koch and seconded by Commissioner Wheat to approve the revised job description of Special Services Technician. MOTION NO. 05-2019/20, DOCUMENT NO. 01-2019/20.

Ayes: Commissioners Janzen, Koch Wheat
Noes: None
Absent: None
Abstained: None

B. Discuss and approve new classified supervisory job description for Supervisor – District Warehouse and Classified Supervisory Salary Recommendation

- Director Barreras presented the new job description and classified supervisory salary recommendation.
- It was moved by Vice – Chair Koch and seconded by Commissioner Wheat to approve new classified supervisory job description for Supervisor – District Warehouse and Classified Supervisory Salary Recommendation of Range 9. MOTION NO. 06-2019/20, DOCUMENT NO. 02-2019/20.

Ayes: Commissioners Janzen, Koch Wheat
Noes: None
Absent: None
Abstained: None

C. Extend the Head Custodian 1 Eligibility List for 6 months with an expiration date of 12/20/2019.

- Director Barreras explained that there is currently a Head Custodian 1 opening and there is a need to fill the position since we are at the start of the new school year. She requested that the list be extended for 6 months.
- It was moved by Vice – Chair Koch and seconded by Commissioner Wheat to extend the Head Custodian 1 Eligibility List with an expiration date of 12/20/2019. MOTION NO. 07-2019/20

Ayes: Commissioners Janzen, Koch Wheat
Noes: None
Absent: None
Abstained: None

9. Information and Reports

A. Director's Report

Director Barreras updated the Personnel Commission that the Classified Steering Committee is scheduled to have its first meeting on August 21, 2019. The committee's tasks will be planning the classified one-day conference in January, classified professional employee of the year and developing workshops/trainings. The PC office continues to be busy with job recruitments and testing applicants. Director Barreras will bring forward a PC reorganizational structure to the August or September Personnel Commission meeting. The PC office has received a complaint from an employee and will be moving forward with an appeal hearing. Director Barreras has conflicted out with the District's legal counsel and will have counsel for the Personnel Commission discuss the complaint in closed session at the August Personnel Commission Meeting.

B. Commissioner's Report

No reports were presented.

10. Next Regular Personnel Commission Meeting

Wednesday, August 21, 2019 at 5:00 PM
Madera Unified District Office – Board Room
1902 Howard Road, Madera, CA 93637

11. Suggested Future Agenda Items

No suggestions were made.

12. Adjournment

Chairperson Janzen adjourned the Public Session at 5:15 PM.



Mary Siegl, Human Resources Specialist

Date: August 14, 2019



Isabel Barreras, Director of Classified HR

Date: August 14, 2019



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: August 21, 2019

Agenda Item:

Consideration to Approve the Eligibility List for: Administrative Assistant-Site, Office Assistant, Paraprofessional, School Bus Driver, Secretary Attendance, Spanish Translator/Interpreter, Student Advocate, and Warehouse Assistant.

Agenda Placement:

Consent

Background:

Eligibility lists have been placed on the agenda as a consent item. If for some reason any Commissioner would like to remove a list, it can be done.

1. Administrative Assistant - School Site, 8-21-19
2. Office Assistant, 8-21-19
3. Paraprofessional, 8-21-19
4. School Bus Driver, 8-21-19
5. Secretary - Attendance, 8-21-19
6. Spanish Translator/Interpreter, 8-21-19
7. Student Advocate, 8-21-19
8. Warehouse Assistant, 8-21-19

Recommendation:

It is recommended that the Personnel Commission approve the Eligibility lists as presented.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: August 21, 2019

Agenda Item:

Discuss and approve new classified job description for Student Services Technician and Classified Salary Recommendation.

Agenda Placement:

Action

Background:

The District Administration has presented the Personnel Commission with new duties for a classified supervisory position with the title of Student Services Technician. This is a reorganization within the Student Services Department. This position is to provide direct support and trainings for all site administrators regarding student discipline actions that fall within the parameters of Ed Code 48915, to ensure due process is followed, reporting timelines are met and to assign appropriate personnel to meetings and or hearings. This position will prepare and maintain accurate hearing records and notes, generate a variety of discipline reports and state statistical data for the School Board and District personnel.

This was done in accordance with the Personnel Commission Rules 3.1.1, 3.2.1 thru 3.2.6; state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

Recommendation:

It is recommended that the Personnel Commission approve the new classified job description of Student Services Technician and Classified Salary Recommendation of \$47,850.00 to \$59,037.67.

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Student Services Technician

Classification: Classified

Department/Site: Student Services

Salary Schedule: Classified

Reports to: Director of Student Services

Salary Range:

FLSA: Non-exempt

PURPOSE STATEMENT

Under general supervision, the purpose of this position is to provide direct support and trainings for all site administrators regarding student discipline actions that fall within the parameters of Ed Code 48915, to ensure due process is followed, reporting timelines are met and to assign appropriate personnel to meetings and or hearings. This position will prepare and maintain accurate hearing records and notes, generate a variety of discipline reports and state statistical data for the School Board and District personnel.

ESSENTIAL FUNCTIONS

- Trains all site administrators regarding legal requirements and procedures for students that requires expulsion hearings that are governed by the Education Code 48915, outline due process procedures and answers questions regarding legal mandates and established timelines.
- Interprets reporting requirements, collaborates with other staff regarding new or changes in reporting requirements. Develops schedules to meet reporting timelines, assigns appropriate personnel to hearings and coordinates with families and other parties as appropriate.
- Stays knowledgeable and attends trainings related to reporting requirements, specifically section 48915 of the California Education Code. Stays up-to-date regarding new and changing requirements and informs affected staff as appropriate.
- Assumes lead roles on assignments and projects as assigned by the Director of Student Services, such as transfers and registration.
- Assists with district level responsibilities around site registration processes.
- Maintains accurate and complete records of all intra/inter District transfers in a reasonable, timely manner to meet the needs of the students, families and sites; assist with preparation of data and reports for the transfer.
- Supports district and department operations, policies, objectives and goals by providing direct support to sites and ensuring they are in compliance.
- Generates a variety of reports to meet requirements such as, but not limited to general, administrative, discipline or state statistical information for the school board and district personnel.
- Provides specialized support to school personnel upon request or as needed.
- Creates queries in student information system for collecting and reporting data.
- Prepares and proofs documentation in data systems for reporting and instructional use.
- Participates in the planning of projects and programs regarding student services matters.

OTHER FUNCTIONS

- Performs other duties as assigned which are related, or logical in assignment to the position.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern office practices, procedures, and equipment, operation of compatible personal computers, district organization operations, policies, and objectives, verbal and written communication skills.
- Applicable sections of State Education Code (48915) and other Federal, State, County and District policies, rules, laws and regulations.
- Maintaining confidential records and files.
- School discipline laws and regulations.
- Customer service practices and telephone and email etiquette.
- Technical aspects of field of specialty, correct English usage, grammar, spelling, punctuation, and vocabulary, recordkeeping techniques.

Skills and Abilities to:

- Operating standard office equipment including using job related software applications.
- Preparing and maintain accurate records planning and managing projects and guiding others.
- Operate compatible personal computers.
- Use complex relational database systems.
- Learn, use, instruct others in the use of School Information System (SIS) related to discipline.
- Apply recordkeeping principles to the maintenance of attendance accounting/discipline records.
- Learn office policies, rules and practices, read, write, speak and understand English, follow verbal and written directions.
- Type accurately at an acceptable rate of speed.
- Meet schedules and timelines, plan and organize work.
- Work confidentially with discretion, work independently with minimal supervision.
- Communicate effectively both verbally and in writing with management, technical staff, outside agencies, and auditors on all matters related to district attendance and or discipline under Education Code 48915.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Analyze situations accurately, adopt an effective course of action or improve procedures.

RESPONSIBILITY

Responsibilities include; working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing; the job is performed in a generally hazard free environment and in a clean atmosphere.

MINIMUM QUALIFICATIONS

Experience:

Two years of advanced clerical experience involving student records including computer work which includes keeping records of discipline files, and or attendance records. Must be skilled in Microsoft, Goggle docs and Google Sheets.

Education:

High school diploma or equivalent.

Required Testing:

- Pre-employment Proficiency
- Pre-employment Physical Exam

Continuing Education/Training

- Maintain as needed

Certificates/Licenses

- Valid CDL

Clearances

- DOJ/FBI Background
- TB Clearance
- Physical Demand (A)

STUDENT SERVICES TECHNICIAN

Districts	SALARY (low to high)	
Clovis Unified School District	\$48,024	\$58,464
San Mateo Union High School District	\$57,942	\$70,511
Modesto City Schools	\$37,584	\$48,138
Total Combined:	\$143,550	\$177,113
Total Districts (3)	3	3
Average of total combined divided by the total Districts:	\$47,850.00	\$59,037.67



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: August 21, 2019

Agenda Item:

Discuss and approve new classified job description for Child Welfare and Attendance Specialist and Classified Salary Recommendation.

Agenda Placement:

Action

Background:

The District Administration has presented the Personnel Commission with new duties for a classified supervisory position with the title of Child Welfare and Attendance Specialist. This is a reorganization within the Student Services Department. This position is to provide leadership and technical assistance to school site classified personnel that are involved with daily attendance records and the end of the month Average Daily Attendance (ADA) record keeping procedures. This position provides consulting services to site administrative personnel that oversee attendance.

This was done in accordance with the Personnel Commission Rules 3.1.1, 3.2.1 thru 3.2.6; state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

Recommendation:

It is recommended that the Personnel Commission approve the new classified job description of Child Welfare and Attendance Specialist and Classified Salary Recommendation \$47,696.33 to \$61,408.00.

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Child Welfare and Attendance Specialist

Classification: Classified

Department/Site: Student Services

Salary Schedule: Classified

Reports to: Director of Student Services

Salary Range:

FLSA: Non-exempt

PURPOSE STATEMENT

Under general supervision, the purpose of the position is to provide leadership and technical assistance to school site classified personnel that are involved with daily attendance records and the end of the month Average Daily Attendance (ADA) record keeping procedures. This position provides consulting services to site administrative personnel that oversee attendance.

ESSENTIAL FUNCTIONS

- Provides leadership and technical assistance to site administrators and classified personnel involved with daily attendance, and Average Daily Attendance (ADA) and record keeping procedures.
- Demonstrates and develops Standard Operating Procedures (SOP) manuals etc. of all aspects of Attendance functions to ensure accuracy in gathering and reporting attendance information.
- Gathers and consolidates Average Daily Attendance (ADA) information and prepares state reports; maintains and safeguard documentation of amount claims.
- Compiles a variety of data reports for the purpose of use by administrative personnel in the analysis and projection of attendance trends.
- Assists site personnel in the selection of available reports and writing queries for custom reports.
- Coordinates regular meetings of site Attendance personnel.
- Schedules and prepares for District level School Attendance Review Board (SARB) meetings.
- Works in close cooperation with other public agencies such as the District Attorney, Probation Department, Police and Sheriff's Departments and other community-based organizations.
- Interprets District daily attendance/ Average Daily Attendance (ADA) needs to software manufacturer/ developer.
- Provides registration guidance to school sites with the correct procedures, processes, and protocols to follow for registering students.
- Performs a variety of clerical and record-keeping duties requiring independent judgment and knowledge of current statutes, regulations and other policies related to transfers.
- Maintains accurate and complete records of all intra/inter District transfers in a reasonable, timely manner to meet the needs of the students, families and sites; assist with preparation of data and reports for transfers.

OTHER FUNCTIONS

- Performs other duties as assigned which are related, or logical in assignment to the position.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- District attendance and registration policies procedures and terminology.

- Modern office practices and procedures.
- Basic accounting procedures.
- Current applicable sections of State Education Code and other applicable laws.
- Accurate record-keeping techniques.
- Operation of a computer and data entry techniques.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Report writing methods and techniques.
- Current office practices, procedures and equipment.

Skills and Abilities to:

- Prepare and maintain accurate student attendance records, submit reports for local, County, State and other ADA purposes.
- Communicate, understand and follow both oral and written directions effectively.
- Perform timely and accurate accounting clerical work involving independent judgment and requiring speed and accuracy.
- Type and enter data accurately.
- Establish and maintain cooperative and effective working relationships with a diverse range of people.
- Operate a variety of office equipment.
- Communicate effectively, both orally and in writing.
- Meet schedules and timelines.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Learn new or updated computer systems/programs to apply to current work.
- Communicate using patience and courtesy in manner that reflects positively on the organization.
- Actively participate in meeting District goals and outcomes.
- Apply integrity and trust in all situations.
- Learn district organization, operations, procedures, policies, objectives and goals.

RESPONSIBILITY

Responsibilities include; working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing; the job is performed in a generally hazard free environment and in a clean atmosphere.

MINIMUM QUALIFICATIONS

Experience:

Four years of responsible experience working in one of the following: social services program, community agency, or a school district, that includes working with at risk children with attendance concerns.

Education:

High school diploma or equivalent. Supplemented by two years of college level course work units in one of the following: Sociology, Psychology or related field from an accredited college or university.

Required Testing:

- Pre-employment Proficiency
- Pre-employment Physical Exam

Continuing Education/Training

- Maintain as needed

Certificates/Licenses

- Valid CDL

Clearances

- DOJ/FBI Background
- TB Clearance
- Physical Demand (A)

Child Welfare Attendance Specialist

Districts	SALARY (low to high)	
Lompoc Unified School District	\$46,980	\$57,420
Simi Valley	\$44,109	\$61,596
William S. Hart	\$52,000	\$65,208
Total Combined:	\$143,089	\$184,224
Total Districts (3)	3	3
Average of total combined divided by the total Districts:	<u>\$47,696.33</u>	<u>\$61,408.00</u>



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: August 21, 2019

Agenda Item:

Discuss and approve new classified job description for Child Welfare and Attendance Supervisor and Classified Supervisory Salary Recommendation.

Agenda Placement:

Action

Background:

The District Administration has presented the Personnel Commission with new duties for a classified supervisory position with the title of Child Welfare Attendance Officer. The position of Child Welfare and Attendance Supervisor is to ensure that district wide processes and procedures are integrated and implemented consistently in the area of school attendance. This position is accountable for improving student achievement through effective management of target area; enforce the compulsory school attendance laws as provided in the California Education Code and assist students to stay in school and on target to graduate. This includes planning, organizing, implementing, and promoting services throughout the District that maximize student attendance and welfare and minimize truancy dropout rates. Provides professional training, consulting, and support to school site administrators and staff who monitor and are accountable for positive attendance.

This was done in accordance with the Personnel Commission Rules 3.1.1, 3.2.1 thru 3.2.6; state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees.

Recommendation:

It is recommended that the Personnel Commission approve the new classified job description of Child Welfare and Attendance Supervisor and Classified Supervisory Salary Recommendation of \$84,168.33 to \$108,103.67.

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Child Welfare and Attendance Supervisor

Classification: Classified

Department/Site: Student Services

Salary Schedule: Supervisory

Reports to: Director of Student Services

Salary Range:

FLSA: Exempt

PURPOSE STATEMENT

The purpose of Child Welfare and Attendance Supervisor is to ensure that district wide processes and procedures are integrated and implemented consistently in the area of school attendance. This position is accountable for improving student achievement through effective management of target area; enforce the compulsory school attendance laws as provided in the California Education Code and assist students to stay in school and on target to graduate. This includes planning, organizing, implementing, and promoting services throughout the District that maximize student attendance and welfare and minimize truancy dropout rates. Provides professional training, consulting, and support to school site administrators and staff who monitor and are accountable for positive attendance.

ESSENTIAL FUNCTIONS

- Establishes and implements a comprehensive (SARB) School Attendance Review Board process that includes site-level fact findings, hearings, and action plans, to promote high academic programs, standards, and expectations for student performance.
- Plans, develops, and implements multi-level training for site administrators and staff on maximizing attendance and (SARB) School Attendance Review Board proceedings. Ensures that school sites implement positive attendance programs and progressive SARB proceedings.
- Presides over District SARB proceedings, and trains SARB members in rules, documentation and due process.
- Supervises and provide day-to-day personnel management of staff assigned to Child Welfare and Attendance. Plans and directs programs and ensures compliance with District, State and Federal regulations and ensures compliance with legal timelines.
- Consults with, and assist site administrators, Curriculum and Program Specialist with the design of and/or approaches to curriculum that encourages attendance and re-entry to mainstream schools.
- Coordinates professional development for District staff related to attendance policies and procedures for ensuring that staff are up-to date on current, local state and federal legislation and policy interpretation.
- Represents the District for County Truancy Mediation Hearings.
- Serves as the District liaison to committee/educational memberships that focus on at-risk student interventions, emotional wellness, student suspensions, substance and child abuse, parental involvement and crisis interventions.
- Organizes trainings needed related to attendance accounting procedures.
- Works in close cooperation with other public agencies such as the District Attorney, Probation Department, Police and Sheriff's Departments and other community-based organizations.
- Directs administrative processes such as, but not limited to work assignments for home and school liaison workers, homeless and other programs.
- Ensures quality school-to-community relationships. Maintains proactive contacts with community based groups, parent concerns and establishes communication forums for parents, students, and community-based public and social service agencies.
- Directs home visitations, and visits homes of students with attendance problems.

- Directs and participates in preparation of a variety of externally mandated and internal performance reports for providing updates to District leadership.
- Coordinates and oversees district level responsibilities around site registration processes.

OTHER FUNCTIONS

- Performs other duties as assigned which are related, or logical in assignment to the position.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Laws, principles, codes, policies and procedures related to minors with special expertise in attendance.
- Techniques to minimize and resolve conflict.
- Maintaining confidential records and files.
- Special Projects related to attendance and at risk youths.
- Counseling techniques to assist students and families in crisis.
- Personnel processes.
- Concepts of grammar and punctuation.
- Community resources.

Skills and Abilities to:

- Communicate clearly with students, parents, law enforcement, social service agency representatives, and district staff.
- Apply laws, policies, and procedures in a fair, consistent manner.
- Contribute to the successful fulfillment of the District Mission.
- Learn and appropriately apply district policies and procedures and other regulation related to the position.
- Maintain appropriate confidentiality about the status of staff, students, school, and district activities.
- Operate calculator, computer and data entry terminal.
- Apply current technology to assigned duties.
- Communicate effectively, both orally and in writing.
- Communicate with diverse groups and individuals.
- Prioritize work by meeting deadlines and schedules.
- Working as part of a team.
- Work with detailed information/data.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
- Establish and maintain effective working relationships with all those encountered in the course of work.

RESPONSIBILITY

Responsibilities include; working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and

significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing; the job is performed in a generally hazard free environment and in a clean atmosphere.

MINIMUM QUALIFICATIONS

Experience:

Three years of directly related and progressive experience in Child Welfare/Attendance or two years of Administrative and/ or Pupil Personnel services experience in a specified field with supervisory experience.

Education:

Bachelor's degree from an accredited university in one of the following: Social Science, Educational Psychology or related field.

Required Testing:

- Pre-employment Proficiency

Continuing Education/Training

- Maintain as needed

Certificates/Licenses

- Valid CDL

Clearances

- DOJ/FBI Background
- TB Clearance

CHILD WELFARE & ATTENDANCE SUPERVISOR

Districts	SALARY (low to high)	
Fresno Unified School District	\$81,580	\$99,163
Clovis Unified School District	\$78,536	\$110,510
TwinRivers Unified School District	\$92,389	\$114,638
Total Combined:	\$252,505	\$324,311
Total Districts (3)	3	3
Average of total combined divided by the total Districts:	\$84,168.33	\$108,103.67



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: August 21, 2019

Agenda Item:

Discuss and approve the Professional Services Agreement for Hilda Montoy's Law Corporation.

Agenda Placement:

Action

Background:

Professional Services Agreement for Hilda Montoy's Law Corporation to provide services on an as needed basis in the event there is conflict of interest with the District's legal counsel law firm. Ms. Montoy has represented the Personnel Commission since 2009 and her attorney hourly rates have been set at \$195 and paralegal at \$80. This Professional Services Agreement is to amend the hourly attorney rate to \$250 and paralegal rate to \$110.

Recommendation:

It is recommended that the Personnel Commission review approve and authorize Isabel Barreras to sign into agreement with Hilda Montoy's Law Corporation.