

**MADERA UNIFIED SCHOOL DISTRICT**  
**Personnel Commission**  
**1902 Howard Road, Madera, CA 93637**

**AGENDA**  
**Regular Meeting**  
**Wednesday, March 19, 2025**  
**4:30 PM Public Meeting**  
**District Board Room**

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

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Roll Call**

**4. Communications**

- A. Presentation of the Classified 2<sup>nd</sup> Quarter Employee Award to Linda Perez, Office Assistant, Preschool Department

**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 before adopting the agenda.

**6. Public Comment**

Public Hearing for visitors who wish to speak on a subject outside 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. The Chair will recognize speakers.

**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 before the Commission's vote unless a member of the Commission, staff, or public requests specific items be considered and discussed separately and removed from the Consent Agenda before adopting 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. Consideration and approval of the minutes from Wednesday, February 19, 2025, Regular Meeting

- B. Consideration and approval of Eligibility List/s for:
  - 1. Accounting Technician III - Open Competitive
  - 2. Bus Driver - Open Competitive
  - 3. Cafeteria Playground Aide - Open Competitive
  - 4. Classroom Aide Preschool - Level II - Open Competitive
  - 5. Paraprofessional - Special Needs - Open Competitive
  - 6. Paraprofessional - T.O.P.S. Program - Open Competitive
  - 7. Payroll Specialist - Open Competitive
  - 8. Speech Language Pathologist Assistant - Open Competitive

**8. New Business**

- A. Discuss and approve the Initial Salary Placement for J. Reid, candidate for School Bus Driver

**9. Information and Reports**

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

**10. Next Regular Personnel Commission Meeting**

Wednesday, April 23, 2025 at 4:30 pm  
Madera Unified School District Office – Board Room  
1902 Howard Road  
Madera, California 93637

**11. Suggested Future Agenda Items**

**12. Adjournment**



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** March 19, 2025

**Agenda Item:**

Consideration and approval of the meeting minutes from Wednesday, February 19, 2025, Regular Meeting.

**Agenda Placement:**

Consent

**Background:**

Consideration and approval of the minutes from Wednesday, February 19, 2025, Regular Meeting.

**Recommendation:**

It is recommended that the Personnel Commission approve the minutes from Wednesday, February 19, 2025, Regular Meeting.

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Wednesday, February 19, 2025, at 4:30 p.m.**

The Personnel Commission of the Madera Unified School District convened in a Regular Board Meeting in the District Office Boardroom, 1902 Howard Road, Madera, California, on Wednesday, February 19, 2025, at 4:30 p.m.

**1. Call to Order**

- Commissioner Janzen called the meeting to order at 4:33 p.m.

**2. Pledge of Allegiance**

- Commissioner Janzen led the flag salute.

**3. Roll Call**

- Mary Siegl, Personnel Specialist Lead, took the roll call.

- **Roll Call**

The following were in attendance:

Philip Janzen, Personnel Commission Chairperson

David Hernandez, Personnel Commission Vice-Chair

Fran Wheat, Personnel Commissioner

Scott Yeager, Director – Classified Personnel

Mary Siegl, Personnel Specialist Lead

Mary Jane Falcon, Administrative Assistant V

Joe Aiello, Assistant Superintendent of Human Resources

Cheri Giddens, CSEA President

There were other employees in attendance.

**4. Adoption of Agenda**

- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the adoption of the Agenda. MOTION NO. 29 -2024/25.

Ayes: Commissioners: Hernandez, Janzen, Wheat

Noes: None

Absent: None

Abstained: None

**5. Public Comment**

- No comments were made.

**6. Consent Agenda**

- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the adoption of the Consent Agenda. MOTION NO. 30 -2024/25.

Ayes: Commissioners: Hernandez, Janzen, Wheat

Noes: None

Absent: None

Abstained: None

**7. New Business**

**A. Discuss and approve the Initial Salary Placement for H. Wehner, candidate for Behavior Analyst.**

- Director Yeager gave an overview of the process for filling Initial Salary placement requests.
- Director Yeager presented a request to place candidate H. Wehner on step 7 of the classified salary schedule range 58 for the position of Behavior Analyst.
- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the initial salary placement request for H. Wehner, candidate for Behavior Analyst at Classified Range 58, Step 7 (\$51.76 hourly rate) MOTION NO. 31 -2024/25, DOC. NO. 31-2024/25

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

**B. Discuss and approve the Initial Salary Placement for S. Valeriotte, candidate for School Bus Driver.**

- Director Yeager presented a request to place candidate S. Valeriotte on step 6 of the classified salary schedule range 30 for the position of School Bus Driver.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the initial salary placement request for S. Valeriotte, candidate for School Bus Driver at Classified Range 30, Step 6 (\$28.72 hourly rate). MOTION NO. 32 -2024/25, DOC. NO. 32-2024/25

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

**C. Discuss and approve the revised job classification for the Chief Executive Assistant.**

- Director Yeager presented the revised job classification for the Chief Executive Assistant. The Assistant Superintendent of Human Resources requested the highlighted revisions in blue in the Essential Functions, Duties, and Tasks sections. The recommended changes will bring the job classification up to date with the current day-to-day functions of the Chief Executive Assistant.
- Joe Aiello, Assistant Superintendent of Human Resources, spoke in favor of the proposed changes.
- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the revised job classification for the Chief Executive Assistant. MOTION NO. 33 -2024/25, DOC. NO. 33-2024/25

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

**D. Discuss and approve the revised job classification for the Senior Executive Assistant to the Superintendent and Board of Trustees.**

- Director Yeager presented the revised job classification for the Senior Executive Assistant to the Superintendent and Board of Trustees. The proposed revisions are highlighted in blue with strike-out language highlighted in red in the Essential Functions, Duties, and Tasks sections and the Experience Required section. The recommended changes will bring the job classification up to date with the current day-to-day functions of the Senior Executive Assistant to the Superintendent and Board of Trustees job classification and eliminate similar duties listed in the Chief Executive Assistant job description.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the revised job classification for Senior Executive Assistant to the Superintendent and Board of Trustees. MOTION NO. 34 -2024/25, DOC. NO. 34-2024/25

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

**E. Discuss and approve the revised job classification for the Cafeteria/Playground Aide.**

- Director Yeager presented the revised job classification for the Cafeteria/Playground Aide. The proposed revisions are highlighted in blue under the License(s) Required section. These changes will keep this classification current and consistent with our other job classifications that require CPR/First Aid certifications.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the revised job classification for Cafeteria Playground Aide. MOTION NO. 35 - 2024/25, DOC. NO. 35-2024/25

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

**8. Information and Reports**

**A. Director's Report**

- Director Yeager reported that much work is being done on the Classified Conference, which is scheduled for June 9<sup>th</sup> of this year. The Save the Date notices have been mailed, and the Committees are working on selecting the sessions to be presented. The logo for "Building Bridges to Bright Futures" was developed by George Garnica in the Communications department and shared at the meeting.
- Commission Staff attended the Careers in Education Fair on Wednesday, February 5, 2025, from 1:00 pm to 5:00 pm at the Madera County Superintendent of Schools office. It was a smaller turnout than in previous years
- Commission Staff will attend the R.I.S.E. (Resiliency Inspiration Success Education) Conference at Madera High School on February 24<sup>th</sup>, a college and career educational outreach program targeting foster and homeless youth from 7<sup>th</sup> to 12<sup>th</sup> grade.
- Commission Staff will also attend the Madera County Workforce Development Job Fair on Thursday, April 3, 2025, at the Madera County Fairgrounds from 9:00 am to 2:00 pm.
- The CSPCA conference is scheduled for March 16<sup>th</sup> to the 18<sup>th</sup> in Napa, and all reservations have been made.

**B. Commissioner's Report**

- No reports were made.

**9. Next Regular Personnel Commission Meeting**

- Wednesday, March 19, 2025 at 4:30 p.m.  
Madera Unified School District Office - Board Room  
1902 Howard Road  
Madera, California 93637

**10. Suggested Future Agenda Items**

- None were suggested.

**11. Adjournment**

- Commissioner Janzen adjourned the regular meeting at 4:47 p.m.

  
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Scott Yeager, Director - Classified Personnel

2.26.25  
Date: February 24, 2025



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** March 19, 2025

**Agenda Item:**

Consideration and Approval of the following Eligibility Lists for Open Competitive/Promotional job opportunities

**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 pull a list for further discussion, it can be done.

1. Accounting Technician III – Open Competitive
2. Bus Driver – Open Competitive
3. Cafeteria Playground Aide – Open Competitive
4. Classroom Aide Preschool – Level II - Open Competitive
5. Paraprofessional – Special Needs – Open Competitive
6. Paraprofessional – T.O.P.S. Program – Open Competitive
7. Payroll Specialist – Open Competitive
8. Speech Language Pathologist Assistant – Open Competitive

**Recommendation:**

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

Attachment: None





**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** March 19, 2025

**Agenda Item:**  
Consideration and approval of Initial Salary Placement for J. Reid, candidate for School Bus Driver

**Agenda Placement:**  
Consent

**Background:**  
The Director of Transportation has presented the Personnel Commission with a request for an initial salary placement for the Bus Driver candidate (J. Reid). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 30, Step 6 (\$28.72 hourly rate) of the classified salary schedule.

The candidate has six years of experience working as a school bus driver at two neighboring school districts. This experience includes transporting special needs students and wheelchair transportation, which makes him especially qualified for this position. The candidate also holds an associate's degree, far exceeding the minimum educational requirement for a high school diploma or equivalent. The candidate's work experience far exceeds the minimum qualification of being fully certified as a School Bus Driver and possessing a safe driving record that complies with the restrictions set forth by the California Vehicle Code. MUSD is thrilled to continue attracting highly qualified candidates.

This recommended proposed action has been compiled as provided under the authority of California Education Code sections 45260-45261 and Personnel Commission Rule 8.2.1.1: for initial salary placement based on additional qualifying experience; PC Rule 8.2.1.2: additional education at the college level, PC Rule 8.2.1.3: difficulty experience in the recruitment of candidates to the vacancy needs of the class and PC Rule 8.2.1.4: additional skills or qualifications that make the candidate especially qualified for the position.

**Recommendation:**  
The Personnel Commission recommends approval of the Initial Salary Placement for the School Bus Driver candidate (J. Reid) at Range 30, Step 6 (\$28.72 hourly rate) of the classified salary schedule.

**No attachment:**