

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

AGENDA
Regular Meeting
Wednesday, April 23, 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. 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.

5. 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.

6. 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, March 19, 2025, Regular Meeting

B. Consideration and approval of Eligibility List/s for:

1. Accounting Technician II – Open Competitive
2. Administrative Assistant V - Promotional/Open Competitive

3. Head Custodian I - Promotional
4. Secretary-Attendance - Promotional/Open Competitive
5. Senior Executive Assistant to the Superintendent & Board of Trustees - Promotional

7. New Business

- A. Discuss and approve the revised job classification for the Family Liaison and Student Attendance Technician

8. Information and Reports

- A. Information on the Personnel Commission Proposed Budget for FY 2025-2026
- B. Director's Report
- C. Commissioner's Report

9. Next Regular Personnel Commission Meeting

Wednesday, May 21, 2025 at 4:30 pm
Madera Unified School District Office – Board Room
1902 Howard Road
Madera, California 93637

10. Suggested Future Agenda Items

11. 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 get in touch with the Personnel Commission Office at 559-675-4500 extension 294 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: April 23, 2025

Agenda Item:

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

Agenda Placement:

Consent

Background:

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

Recommendation:

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

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

1. Call to Order

- Commissioner Janzen called the meeting to order at 4:30 p.m.

2. Pledge of Allegiance

- Commissioner Hernandez 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

Joe Aiello, Assistant Superintendent of Human Resources

Lydia Rubio, CSEA 1st Vice President

There were other employees in attendance.

4. Communications

A. Presentation of the Classified 2nd Quarter Employee Award to Linda Perez, Office Assistant, Preschool Department

- Personnel Commission Chairperson Philip Janzen presented the 2nd Quarterly Employee Award to Linda Perez, Office Assistant, who works in the Early Childhood Education Department. Brenda Naranjo, Director of Early Childhood Development, nominated Linda for her outstanding leadership and service as an Office Assistant.

5. Adoption of Agenda

- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the adoption of the Agenda. MOTION NO. 36 -2024/25.

Ayes: Commissioners: Hernandez, Janzen, Wheat

Noes: None

Absent: None

Abstained: None

6. Public Comment

- No comments were made.

7. Consent Agenda

- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the adoption of the Consent Agenda. MOTION NO. 37 -2024/25.

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

8. New Business

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

- Director Yeager presented a request to place candidate J. Reid on step 6 of the classified salary schedule range 30 for the position of Bus Driver.
- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the initial salary placement request for J. Reid, candidate for Bus Driver at classified range 30, step 6 (\$28.72 hourly rate) MOTION NO. 38 -2024/25, DOC. NO. 37-2024/25

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

9. Information and Reports

A. Director's Report

- Director Yeager reported that the PC Office successfully held the first classroom Paraprofessional Exam for Education students at Matilda Torres High School and Madera High Schools. The idea was initiated by Laura Toney, Director of College and Career Readiness. Approximately 30 students were tested.
- PC staff and leadership attended the CSPCA Annual conference on March 16 thru March 18, 2025. The conference provided excellent sessions and new ideas.
- Work is progressing on planning for the Classified Conference, and we are working on securing our keynote speaker. The committee will meet tomorrow.
- Personnel Commission Staff will attend the Madera County Workforce Development Job Fair on Thursday, April 3, 2025, at the Madera County Fairgrounds from 9:00 a.m. to 2:00 p.m.

B. Commissioner's Report

- Commissioner Wheat thanked the Board for allowing her attendance at the CSPCA Annual Conference. It was perfect, and there was a great variety of presentations and updates.
- Commissioner Hernandez thanked the board and spoke of our fantastic talent in Central Valley. It was the 53rd annual conference, and it was great to have staff attend and learn more about the day-to-day mechanics of the office.

10. Next Regular Personnel Commission Meeting

- Wednesday, April 23, 2025 at 4:30 p.m.
Madera Unified School District Office - Board Room

1902 Howard Road
Madera, California 93637

11. Suggested Future Agenda Items

- None were suggested.

12. Adjournment

- Commissioner Janzen adjourned the regular meeting at 4:41 p.m.



Scott Yeager, Director - Classified Personnel

Date: March 24, 2025



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: April 23, 2025

Agenda Item:

Consideration and Approval of the following Eligibility Lists for Open Competitive and 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 II – Open Competitive
2. Administrative Assistant V - Promotional/Open Competitive
3. Head Custodian I - Promotional
4. Secretary-Attendance - Promotional/Open Competitive
5. Senior Executive Assistant to the Superintendent & Board of Trustees - Promotional

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: April 23, 2025

Agenda Item:

Discuss and approve the revised job classification for the Family Liaison and Student Attendance Technician

Agenda Placement:

Action

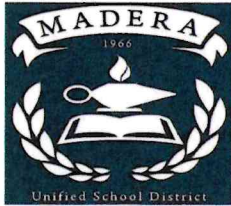
Background:

The Director of Student Services has requested a revision to the Family Liaison and Student Attendance Technician classification. The strike-out language is highlighted in red in the Reports To and Purpose statement. The change is recommended because these positions directly support attendance-related matters and are located at various school sites.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45276 and the Personnel Commission Rules 3.2.1. through 3.2.5.5 and 3.2.9. Review of positions that 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:

The Personnel Commission is recommended to approve the revised Family Liaison and Student Attendance job classification.



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO.
DOCUMENT NO.
DATED:

FAMILY LIAISON AND STUDENT ATTENDANCE TECHNICIAN

DEPARTMENT/SITE: Student Services or
assigned to school sites

REPORTS TO: ~~Director of Student Services~~
Site Principal or Designee

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 25

WORK CALENDAR: 201 Days

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the ~~Director of Student Services~~ Child, Welfare and Attendance Supervisor and in day-to-day coordination with the assigned site principal or designee administration, the Family Liaison and Student Attendance Technician works with families to address attendance and truancy issues by establishing relationships with students; connecting with families to identify resources to assist parents; monitoring student attendance to ensure consistently enforced consequences for habitually truant students; participating in and supporting the School Attendance Review Board (SARB) process; collaborating and assisting the school attendance secretary in monitoring students' attendance. The Family Liaison and Student Attendance Technician will work with District and site staff and community partners to connect the families and identify resources on state attendance rules, regulations, and policies regarding attendance while assisting to facilitate parent events related to attendance. The incumbents in this classification provide the school community with consistent and persistent efforts to reduce truancy, improve student attendance, and develop greater family engagement in school programs that directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS

This is the first level in the series. Positions in this class focus on day-to-day issues of student attendance at a site, striving to establish rapport and build trust with students and their families in order to raise their awareness of the importance of attendance and the adverse consequences of absence and truancy while also identifying and assisting families to resolve social issues such as food, clothing, finance, health, that may be contributing to poor attendance by guiding and linking the families to community-based programs and agencies for assistance. In contrast, the class Family Liaison and Student Attendance Specialist works at the level of Districtwide policy development, program goals and objectives, and overall attendance issues and related discipline for data collection and reporting.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Serves as liaison between school and families by working together to find solutions to attendance problems; removes barriers to student punctuality and attendance.
- Conducts home visits when appropriate and/or as directed in order to provide information for families regarding the mandated attendance policies of Madera Unified School District and the state of California.
- Provides families with information about and access to resources and community services/programs that

will support the students' regular attendance.

- Assists in the enrollment and disenrollment process and ensures students are present in school by making phone calls to parents/guardians, performing home visits, and verifying school enrollment/attendance to reduce chronic absences for the site and the District.
- Monitors targeted student attendance data.
- Collaborates closely with school site staff and administration and district office School Attendance Review Board (SARB) representatives to improve student attendance and to provide parents and students with a stronger connection to the school.
- Facilitates parent events for attendance-related information and discussion enabling families can gather important information about attendance policies, the portal for accessing student grades online, and programs offered to support students.
- Collaborates with community agencies (e.g., law enforcement, local businesses) for the purposes of providing strategies and resources to increase school wide attendance.
- Performs a variety of clerical duties to prepare and maintain digital records (e.g., student schedules, attendance records, referrals) for documenting activities to ensure the availability of information for future reference and/or audits for compliance of established policies.
- Responds to a variety of inquiries from internal and external parties (e.g., site administrators, parents, students, district office) to provide attendance information, data, and policies, by searching attendance records, facilitating communication concerning attendance, and/or directing inquiries to appropriate other sources.
- Establishes collaborative relations with teachers, administrators, social services representatives, community groups and families regarding student attendance.
- Plans and carries out courses of action relating to problems of student attendance or behavior to assist students to stay in school on target to graduate.
- Assists school staff with the School Attendance Review Team (SART) processes (e.g., review attendance, research historical patterns, schedule SART meetings) as necessary.
- Works collaboratively with the Community Service Department to work bi-annually to update, support, maintain relevant information to better support, and serve students and families in Madera Unified School District.
- Participates in a variety of meetings, workshops, and /or training (e.g., attendance, SST, SART, SARB meetings) for the purpose of providing and receiving information to support staff, students, and families to improve chronic absences.
- Schedules a wide variety of attendance activities (e.g., appointments, meetings, home visits).
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Community resource organizations including various Federal, State, and County agencies
- Modern office practices, procedures and equipment including computers, applicable software programs
- Maintaining confidential records and files
- Customer service practices, telephone, and email etiquette
- Basic math and calculations
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar, and punctuation
- Record-keeping techniques
- District organization, operations, services, policies, and objectives
- Interpersonal skills using tact, patience, and courtesy
- Safety policies and safe work practices applicable to the assignment

Skills and Abilities to:

- Serve as a bilingual liaison between administrators, personnel, parents, and the community related to attendance
- Communicate effectively both orally and in writing in English and a designated second language
- Read, write, translate, and interpret English and a designated second language
- Serve as an interpreter for attendance meetings, attendance conferences and other attendance events as assigned
- Track and work with a variety of data and report information utilizing spreadsheets and databases
- Schedule activities and events related to attendance
- Work with frequent and sustained interruptions
- Problem solving to analyze issues and create action plans
- Interpret guidelines accurately and consistently usually without immediate supervision
- Flexibility is required to work with others in a variety of circumstances
- Work with data utilizing specific and defined processes
- Understand and follow written and oral instructions
- Operate a computer and use standard business software
- Type accurately to meet the requirements of the position
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situation.
- Work with diverse individuals and/or groups; establish and maintain effective working relationships
- Adapt to changing work priorities and as a part of a team

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.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalent. Associate's degree from an accredited college or university, with significant coursework in child development, sociology, psychology, or related field, is preferred.

EXPERIENCE REQUIRED:

Two (2) years of experience working with community and/or social services organizations preferably working directly with school age children. Working with school attendance issues as part of this experience is preferred.

LICENSE(S) REQUIRED:

- Certified Bilingual Proficiency in a Second Language
- Valid, current California Driver's License to drive personal vehicle to meetings, trainings, and home visits

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam B through District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is generally performed in an indoor office environment, requiring extensive sitting and some walking, and standing
- Light lifting, carrying, pushing, and/ or pulling
- Some stooping, kneeling, and crouching to access files
- Manual dexterity to operate a computer keyboard and handle paperwork in the office
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: April 23, 2025

Agenda Item:

Information on the Personnel Commission Proposed Budget for FY 2025-2026

Agenda Placement:

Informational

Background:

The PC staff is bringing the proposed 2025-2026 school year budget for your review. As done in the past, the District Business Office computes the figures for the salaries and benefits to include mandated personnel costs. However, salary and benefit costs still need to be finalized.

The figures for the discretionary items, such as supplies, maintenance contracts, dues/membership, software licenses, etc., were projected based on this year's actual expenses and pre-planning for the 2025-2026 school year.

This drafted budget will allow a starting point for the Commission to discuss the budget and give direction to staff before the regular May meeting when a budget is scheduled for adoption. Education Code 45253 requires a budget to be prepared by May 30 each year.

Recommendation:

No action is needed. There will be a public hearing before adopting the 2025-2026 school budget at the next Personnel Commission meeting on May 21, 2025.

2025-26 Unrestricted Budget Allocation

2024/25
Adopted
Budget

2024/25
Revised
Budget

2024/25
Actuals
with Encum

2025/26
Budget
Col (F)

Only enter amounts into
the Budget Col (F) Yellow
Sections

Difference will adjusted to/from Supplies

Department 5260 - PERSONNEL COMM, Resource 00000 - UNRESTRICTED RE					
CLERICAL & OFFI, PERSONNEL/HUMAN	0100-00000-0-0000-7400-2460-01-260-5260	2,732.00	2,732.00	1,351.04	2,732.00
Total for Object 3000		265.00	828.00	375.21	765.00
SUPPLIES, PERSONNEL/HUMAN	0100-00000-0-0000-7400-4300-00-260-5260	5,090.00	5,090.00	3,993.10	5,090.00
NON-CAPITALIZED, PERSONNEL/HUMAN	0100-00000-0-0000-7400-4400-00-260-5260	0.00	510.00	504.39	0.00
Computer Hardw, PERSONNEL/HUMAN	0100-00000-0-0000-7400-4485-00-260-5260	0.00	2,900.00	2,335.38	2,900.00
Total for Object 4000		5,090.00	8,500.00	6,832.87	7,990.00
TRAVEL & CONFER, PERSONNEL/HUMAN	0100-00000-0-0000-7400-5200-00-260-5260	8,000.00	11,400.00	9,852.63	10,000.00
DUES & MEMBERSH, PERSONNEL/HUMAN	0100-00000-0-0000-7400-5300-00-260-5260	3,800.00	3,900.00	3,895.00	3,800.00
MAINTENANCE CON, PERSONNEL/HUMAN	0100-00000-0-0000-7400-5650-00-260-5260	2,000.00	2,000.00	2,000.00	2,000.00
DUPLICATING-D/C, PERSONNEL/HUMAN	0100-00000-0-0000-7400-5715-00-260-5260	0.00	100.00	78.20	100.00
PROFESL/CONSUL, PERSONNEL/HUMAN	0100-00000-0-0000-7400-5800-00-260-5260	1,000.00	1,000.00	131.18	1,000.00
LEGAL, PERSONNEL/HUMAN	0100-00000-0-0000-7400-5840-00-260-5260	3,000.00	2,000.00	2,000.00	3,000.00
ADVERTISESEMENT, PERSONNEL/HUMAN	0100-00000-0-0000-7400-5870-00-260-5260	6,913.00	340.00	0.00	1,413.00
HARDWARE/SOFTWA, PERSONNEL/HUMAN	0100-00000-0-0000-7400-5885-00-260-5260	20,000.00	20,000.00	19,246.82	20,000.00
Total for Object 5000		44,713.00	40,740.00	37,203.83	41,313.00
Total for Department 5260, Resource 00000		52,800.00	52,800.00	45,762.95	52,800.00

balance section
\$0.00

Difference will adjusted to/from Supplies

Department 5261 - CLASS CONFERENCE, Resource 00000 - UNRESTRICTED RE					
OTHER CLASSIFIE, OTHER GENERAL A	0100-00000-0-0000-7200-2990-01-260-5261	14,000.00	14,000.00	447.59	14,000.00
Total for Object 3000		4,200.00	4,200.00	103.81	3,920.00
SUPPLIES, OTHER GENERAL A	0100-00000-0-0000-7200-4300-00-260-5261	12,800.00	11,800.00	1,157.89	12,800.00
DUPLICATING-D/C, OTHER GENERAL A	0100-00000-0-0000-7200-5715-00-260-5261	1,000.00	1,000.00	0.00	1,000.00
PROFESL/CONSUL, OTHER GENERAL A	0100-00000-0-0000-7200-5800-00-260-5261	11,000.00	11,000.00	4,470.00	11,000.00
HARDWARE/SOFTWA, OTHER GENERAL A	0100-00000-0-0000-7200-5885-00-260-5261	1,000.00	2,000.00	2,000.00	1,280.00
Total for Object 5000		13,000.00	14,000.00	6,470.00	26,080.00
Total for Department 5261, Resource 00000		44,000.00	44,000.00	8,179.29	44,000.00

balance section
\$0.00

Principal/Dept Head

Scott Yeager

Date 4.3.2025