

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

**AGENDA**  
**Regular Meeting**  
**Wednesday, June 18, 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 Thursday, May 15, 2025, Regular Meeting

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

1. Behavior Intervention Technician – Open/Competitive
2. Bus Driver – Open/ Competitive
3. Child Nutrition Assistant – Open/Competitive
4. Executive Administrative Assistant – Promotional

5. Speech Language Pathologist Assistant – Open/ Competitive

**7. New Business**

- A. Discuss and approve the Initial Salary Placement for M. Arredondo, candidate for School Office Technician
- B. Discuss and approve the Initial Salary Placement for C. Benedix, candidate for LVN
- C. Discuss and approve the Initial Salary Placement for S. Lopez, candidate for LVN
- D. Discuss and approve the Initial Salary Placement for E. Reyes, candidate for Secretary- Attendance
- E. Discuss and approve the Initial Salary Placement for J. Schroeder, candidate for Paraprofessional Special Needs

**8. Information and Reports**

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

**9. Next Regular Personnel Commission Meeting**

Wednesday, July 16, 2025 at 4:30 pm  
Madera Unified School District Office - Board Room  
1902 Howard Road  
Madera, California 93637

**10. Suggested Future Agenda Items**

**11. Closed Session**

- A. Public Employee Performance Evaluation: Director of Classified Personnel  
[Government Code Section 54957]

**12. Reconvene to Open Session**

- A. Report of Actions Taken in Closed Session

**13. 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 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:** June 18, 2025

**Agenda Item:**

Consideration and approval of the minutes from Thursday, May 15, 2025, Regular Meeting

**Agenda Placement:**

Consent

**Background:**

Consideration and approval of the minutes from Thursday, May 15, 2025, Regular Meeting.

**Recommendation:**

It is recommended that the Personnel Commission approve the minutes from Thursday, May 15, 2025, Regular Meeting.

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Thursday, May 15, 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 Conference Room, 1902 Howard Road, Madera, California, on Thursday, May 15, 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 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

Mary Jane Falcon, Administrative Assistant V

Joe Aiello, Assistant Superintendent of Human Resources

There were other employees in attendance.

**4. Communications**

**A. Presentation of the Classified 3rd Quarter Employee Award to Gloria Ramirez, Executive Administrative Assistant to the Office of the Assistant Superintendent of Leadership.**

- Personnel Commission Chairperson Philip Janzen presented the 3rd Quarterly Employee Award to Gloria Ramirez, Executive Administrative Assistant to the Office of the Assistant Superintendent of Leadership. Oracio Rodriguez, Associate Superintendent of Leadership, nominated Gloria for her outstanding leadership and service as an Executive Administrative Assistant.

**5. Adoption of Agenda**

- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the adoption of the Agenda. MOTION NO. 42 -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 Hernandez and seconded by Commissioner Wheat to approve the adoption of the Consent Agenda. MOTION NO. 43 -2024/25.

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

## 8. Old Business

### A. Public Hearing of the Proposed 2025-2026 Personnel Commission Budget

- Commissioner Janzen opened the Public Hearing at 4:39 pm. No public comments were made.

### B. Adoption of the 2025-2026 Proposed Personnel Commission Budget

- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the Proposed 2025-2026 Personnel Commission Budget. MOTION NO. 44 - 2024/25, DOC. NO. 39-2024/25

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

## 9. New Business

### A. Discuss and approve the Initial Salary Placement for A. Huerta, candidate for Secretary – Attendance

- Director Yeager presented a request to place candidate A. Huerta on step 7 of the classified salary schedule range 23 for the position of Secretary – Attendance.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the initial salary placement request for A. Huerta, candidate for Secretary-Attendance at classified range 23, step 7 (\$26.54 hourly rate) of the classified salary schedule.

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

## 10. Information and Reports

### A. Director's Report

- Director Yeager reported that the PC office has focused its efforts on preparing and coordinating the Classified PD conference.
- Director Yeager is highly impressed with the Classified Committee members' quality of work.
- There are currently 727 employees registered for the conference. Last year, 33 sessions were offered, and this year the number of sessions has increased to 47.
- Superintendent Todd Lile will speak at the Opening of the Conference.
- Mary Siegl, Mary Jane Falcon, and Norma Orozco went shopping for the raffle prizes for the Conference. There will be fewer gifts this year, but each will be of higher value.

**B. Commissioner's Report**

Commissioner Hernandez acknowledged and thanked the staff for their hard work and dedication in supporting the conference.

**11. Next Regular Personnel Commission Meeting**

- Wednesday, June 18, 2025 at 4:30 p.m.  
Madera Unified School District Office - Board Room  
1902 Howard Road  
Madera, California 93637

**12. Suggested Future Agenda Items**

- None were suggested.

**13. Adjournment**

- Commissioner Janzen adjourned the regular meeting at 4:44 p.m.



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Scott Yeager, Director - Classified Personnel

Date: May 22, 2025



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

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

**Meeting Date:** June 18, 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. Behavior Intervention Technician – Open/Competitive
2. Bus Driver – Open/ Competitive
3. Child Nutrition Assistant – Open/Competitive
4. Executive Administrative Assistant – Promotional
5. 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:** June 18, 2025

**Agenda Item:**

Consideration and approval of Initial Salary Placement for M. Arredondo, candidate for School Office Technician

**Agenda Placement:**

Consent

**Background:**

The District has submitted a request to the Personnel Commission for the initial salary placement of the School Office Technician candidate, M. Arredondo. The Personnel Commission staff recommends approving the placement at Range 23, Step 7 of the classified salary schedule, corresponding to an hourly rate of \$26.54.

Ms. Arredondo brings a strong background of relevant experience and skills, as she has over ten years of work experience as an Office Assistant and Loan Processor. This extensive experience significantly exceeds the minimum requirement of one to two years of clerical experience in an office environment. This candidate also has a bachelor's degree in computer science, which exceeds the minimum education requirement for a high school diploma or equivalent. We appreciate the interest of candidates who bring relevant experience and strong qualifications.

This recommended action has been compiled under the authority of California Education Code sections 45260–45261 and Personnel Commission Rules 8.2.1.1 through 8.2.1.4. Rule 8.2.1.1 provides for initial salary placement based on additional qualifying experience. Rule 8.2.1.2 allows consideration of additional college-level education beyond the minimum requirements for the class, limited to no more than one step for each two years of related education. Rule 8.2.1.3 addresses the difficulty experienced in recruiting candidates to meet the vacancy needs of the classification. Lastly, Rule 8.2.1.4 permits recognition of additional skills or qualifications that make the candidate exceptionally well-qualified for the position.

**Recommendation:**

The Personnel Commission recommends approval of the Initial Salary Placement for the School Office Technician candidate (M. Arredondo) at Range 23, Step 7 (\$26.54 hourly rate) of the classified salary schedule.

**No attachment:**





**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** June 18, 2025

**Agenda Item:**

Consideration and approval of Initial Salary Placement for C. Benedix, candidate for LVN (Licensed Vocational Nurse)

**Agenda Placement:**

Consent

**Background:**

The District has submitted a request to the Personnel Commission for the initial salary placement of the LVN candidate, C. Benedix. The Personnel Commission staff recommends approving the placement at Range 38, Step 4 of the classified salary schedule, corresponding to an hourly rate of \$30.45.

Ms. Benedix brings a strong background of relevant experience and skills, as she has completed ten years of work experience as an LVN. This extensive experience significantly exceeds the minimum requirement of one to two years of nursing experience, preferably working in a school or Pediatric Care Environment. This position has proven challenging to fill, and we appreciate the continued interest from candidates with strong qualifications and relevant experience.

This recommended action has been prepared in accordance with the authority granted under California Education Code sections 45260–45261, as well as Personnel Commission Rules 8.2.1.1, 8.2.1.3, and 8.2.1.4. Rule 8.2.1.1 allows for initial salary placement based on additional qualifying experience. Rule 8.2.1.3 considers the difficulty in recruiting candidates to meet the specific needs of the vacancy. Rule 8.2.1.4 considers additional skills or qualifications that make a candidate exceptionally well-suited for the position.

**Recommendation:**

The Personnel Commission recommends approval of the Initial Salary Placement for the LVN candidate (C. Benedix) at Range 38, Step 4 (\$30.45 hourly rate) of the classified salary schedule.

**No attachment:**



**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** June 18, 2025

**Agenda Item:**

Consideration and approval of Initial Salary Placement for S. Lopez, candidate for LVN (Licensed Vocational Nurse)

**Agenda Placement:**

Consent

**Background:**

The District has submitted a request to the Personnel Commission for the initial salary placement of the LVN candidate, S. Lopez. The Personnel Commission staff recommends approving the placement at Range 38, Step 6 of the classified salary schedule, corresponding to an hourly rate of \$33.35.

Ms. Lopez brings a strong background of relevant experience and skills, as she has completed twelve years of work experience as an LVN. This extensive experience significantly exceeds the minimum requirement of one to two years of nursing experience, preferably working in a school or Pediatric Care Environment. This candidate also has an Associate's degree in Health Administration, which exceeds the minimum education requirement of a high school diploma or equivalency. This position has proven challenging to fill, and we appreciate the continued interest from candidates with strong qualifications and relevant experience.

This recommended action has been compiled under the authority of California Education Code sections 45260–45261 and Personnel Commission Rules 8.2.1.1 through 8.2.1.4. Rule 8.2.1.1 provides for initial salary placement based on additional qualifying experience. Rule 8.2.1.2 allows consideration of additional college-level education beyond the minimum requirements for the class, limited to no more than one step for each two years of related education. Rule 8.2.1.3 addresses the difficulty experienced in recruiting candidates to meet the vacancy needs of the classification. Lastly, Rule 8.2.1.4 permits recognition of additional skills or qualifications that make the candidate exceptionally well-qualified for the position.

**Recommendation:**

The Personnel Commission recommends approval of the Initial Salary Placement for the LVN candidate (S. Lopez) at Range 38, Step 6 (\$33.35 hourly rate) of the classified salary schedule.

**No attachment:**



**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** June 18, 2025

**Agenda Item:**

Consideration and approval of Initial Salary Placement for E. Reyes, candidate for Secretary - Attendance

**Agenda Placement:**

Consent

**Background:**

The District has requested that the Personnel Commission determine the initial salary placement of the Secretary Attendance candidate, E. Reyes. The Personnel Commission staff recommends approving the placement at Range 23, Step 4 of the classified salary schedule, corresponding to an hourly rate of \$23.20.

Ms. Reyes brings a solid foundation of relevant experience and skills. She has served for over two years as a Clerical Temporary Help employee for Madera Unified and three and a half years as a Family Liaison Attendance Technician and Office Assistant within the same district. Her combined experience significantly exceeds the minimum requirement of two years of clerical work in an office environment. We are pleased to welcome such a capable and highly qualified candidate to the role.

This recommendation has been prepared pursuant to the authority granted under California Education Code sections 45260–45261, as well as Personnel Commission Rule 8.2.1.1, which allows for initial salary placement based on qualifying experience beyond the minimum; and Personnel Commission Rule 8.2.1.4, which accounts for additional skills or qualifications that render a candidate exceptionally well-suited for the position.

**Recommendation:**

The Personnel Commission recommends approval of the Initial Salary Placement for the Secretary-Attendance candidate (E. Reyes) at Range 23, Step 4 (\$23.20 hourly rate) of the classified salary schedule.

**No attachment:**



**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** June 18, 2025

**Agenda Item:**

Consideration and approval of Initial Salary Placement for J. Schroeder, candidate for Paraprofessional - Special Needs

**Agenda Placement:**

Consent

**Background:**

The Director of Special Services has presented the Personnel Commission with a request for an initial salary placement for (J. Schroeder), a candidate for the Paraprofessional – Special Needs. The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 17, Step 5 (\$21.61 hourly) of the classified salary schedule.

The candidate has two years of experience working as a Special Day Class Teacher for Madera Unified School District; this work experience far exceeds the minimum qualification of one year of experience working with children in a specialized learning environment. The candidate also has a Bachelor's Degree in Liberal Studies, which far exceeds the minimum education of a High School diploma or equivalent and completion of forty-eight units from a nationally accredited college or university; an A.A. degree or higher; or a local assessment test passage. Mr. Schroeder also has obtained a valid and clear Multiple Subject Teaching Credential and a valid and Clear Education Specialist Instruction Credential. We are thrilled to continue attracting highly qualified candidates to fill hard-to-recruit positions.

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; and PC Rule 8.2.1.2 - Additional education at the college level is limited to no more than one step for each two years of education related to the position, but beyond the educational requirements established for entry into the class PC Rule 8.2.1.3: Difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class and PC Rule 8.2.1.4: The additional skills or qualifications of the candidate that make him/her especially qualified for the position.

**Recommendation:**

The Personnel Commission recommends approving the initial salary placement for the Paraprofessional – Special Needs candidate (J. Schroeder) at Range 17, Step 5 (\$21.61) of the classified salary schedule.

**No attachment:**



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

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

**Meeting Date:** June 18, 2025

**Agenda Item:**

Public Employee Performance Evaluation: Director of Classified Personnel [Government Code Section 54957]

**Agenda Placement:**

Closed Session