

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

**AGENDA
Regular Meeting
Wednesday, September 17, 2025
4:30 PM Public Meeting
Price's Training Center – 1820 Howard Road, Madera, 93637**

**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, August 20, 2025, Regular Meeting.

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

1. Administrative Assistant III - Promotional
2. Classroom Aide – Preschool Level II – Open Competitive
3. Grounds Person II - Promotional

7. New Business

- A. Discuss and approve the proposed new job classification and salary recommendation for the Community Athletics and Recreation Department (CARD) Services Technician.
- B. Presentation and approval of the 2024 -2025 Personnel Commission Annual Report.

8. Information and Reports

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

9. Next Regular Personnel Commission Meeting

Wednesday, October 15, 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 contact the Personnel Commission Office at 559-675-4500 extension 298 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: September 17, 2025

Agenda Item:

Consideration and approval of the minutes from Wednesday, August 20, 2025, Regular Meeting

Agenda Placement:

Consent

Background:

Consideration and approval of the minutes from Wednesday, August 20, 2025, Regular Meeting.

Recommendation:

It is recommended that the Personnel Commission approve the minutes from Wednesday, August 20, 2025, Regular Meeting.

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, August 20, 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, August 20, 2025, at 4:30 p.m.

1. CALL TO ORDER

- Commissioner Janzen called the meeting to order at 4:32 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:

Philp Janzen, Personnel Commission Chair

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 THE AGENDA

- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the Agenda. MOTION NO. 09 -2025/26.

Ayes: Commissioners: Hernandez, Janzen, and Wheat

Noes: None

Absent: None

Abstained: None

5. PUBLIC COMMENT

- **Tanya Foster, Chief Union Job Steward of CSEA Chapter #169 and Administrative Assistant V**, raised concerns about alleged unfair treatment of herself and her daughter by the Personnel Commission Director. She reported filing a formal complaint and requested an independent investigation.
- **Cheri Giddens, CSEA President**, Cheri Giddens, CSEA President, expressed concerns about the working relationship with the Personnel Commission Director and stated she will

be surveying classified employees regarding their satisfaction with the Personnel Commission.

6. CONSENT AGENDA

- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve adopting the Consent Agenda. MOTION NO. 10 -2025/26.

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

7. NEW BUSINESS

A. Consideration and approval of the initial salary placement for A. Correa, candidate for Paraprofessional – Autism.

- Director Yeager presented a request from the Director of Special Services to place candidate A. Correa on step 4 of the classified salary schedule range 28 for the position of Paraprofessional – Autism.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the initial salary step placement for A. Correa, candidate for Paraprofessional – Autism at step 4, range 28 of the classified salary schedule. MOTION NO. 11-2025/26, DOCUMENT NO. 07-2025/26.

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

B. Consideration and approval of the initial salary placement for F. Fuentez, candidate for Maintenance Tradesperson – Electrician

- Director Yeager presented a request from the Director of Maintenance to place candidate F. Fuentez on step 7 of the classified salary range 44 for the position of Maintenance Tradesperson – Electrician.
- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the initial salary placement for F. Fuentez, candidate for Maintenance Tradesperson – Electrician on step 7, range 44 of the classified salary schedule. MOTION NO. 12-2025/26, DOCUMENT NO. 08-2025/26.

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

C. Consideration and approval of the initial salary placement for D. Morales, candidate for School Bus Driver.

- Director Yeager presented a request from the Director of Transportation to place candidate D. Morales on step 5 of the classified salary range 30 for the position of School Bus Driver.
- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the initial salary placement for D. Morales, a candidate for School Bus Driver, on step 5, which ranges 30 of the classified salary schedule. MOTION NO. 13-2025/26, DOCUMENT NO. 09-2025/26.

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

D. Consideration and approval of the initial salary placement for Y. Molina, candidate for Receptionist.

- Director Yeager presented a request from the Principal at Matilda Torres High School to place candidate Y. Molina on step 5 of the classified salary range 14 for the position of Receptionist.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the initial salary placement for Y. Molina, a candidate for Receptionist on step 5, range 14 of the classified salary schedule. MOTION NO. 14-2025/26, DOCUMENT NO. 10-2025/26.

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

E. Discuss and approve the proposed new job classification and salary recommendation for the Risk Management Technician I

- Director Yeager presented a request from the District to create a new job classification for the position of Risk Management Technician. This role will work under the general direction of the Assistant Superintendent of Human Resources and in close coordination with the Risk Management Analyst. A salary survey was conducted, and staff recommended salary placement in range 27 of the classified salary schedule. The District and CSEA will meet to negotiate the salary placement recommendation.
- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the new job classification and salary recommendation of classified range 27 for the position of Risk Management Technician I. MOTION NO. 15- 2025/26, DOCUMENT NO. 11-2025/26.

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

F. Discuss and approve the Professional Services Agreement for Boucher Law, PC.

- Director Yeager presented a Professional Services Agreement with Boucher Law, PC to provide legal services on an as-needed basis in situations where a conflict of interest prevents the District's regular law firm from representing the Personnel Commission.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the Professional Services Agreement with Boucher Law, PC. MOTION NO. 16-2025/26, DOCUMENT NO. 12-2025/26.

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

8. INFORMATION AND REPORTS

A. Director's Report

- Director Yeager reports that he is working on preparing the Annual Report and hopes to have it ready for approval at the September Personnel Commission meeting.
- Personnel Commission staff have been busy updating the Personnel Commission website.

B. Commissioner's Report

- No reports were made.

9. NEXT REGULAR PERSONNEL COMMISSION MEETING

- Wednesday, September 17, 2025, at 4:30 pm
Madera Unified School District Office – Board Room
1902 Howard Road
Madera, California 93637

10. SUGGESTED FUTURE AGENDA ITEMS

- None were suggested

11. PUBLIC COMMENT FOR CLOSED SESSION ITEMS

- No comments were made.

12. CLOSED SESSION

- Commissioner Janzen adjourned the meeting at 4:54 pm to discuss the following matter:
Public Employee Appointment/Employment: Director of Classified Personnel
[Government Code Section 54957]

13. RECONVENE FROM CLOSED SESSION

A. Report of Actions Taken in Closed Session

- Commissioner Janzen reconvened the Open Session at 5:27 p.m. and stated no reportable actions were taken.

14. ADJOURNMENT

- Commissioner Janzen adjourned the meeting at 5:28 p.m.



Scott Yeager, Director – Classified Personnel

Date: September 5, 2025



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: September 17, 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. Administrative Assistant III - Promotional
2. Classroom Aide – Preschool Level II – Open Competitive
3. Grounds Person II - Promotional

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: September 17, 2025

Agenda Item:

Discuss and approve the proposed new job classification and salary recommendation for the Community Athletics and Recreation Department (CARD) Services Technician.

Agenda Placement:

Action

Background:

The District Administration is proposing the creation of a new classified job classification: Community Athletics and Recreation Department (CARD) Services Technician. Under the general direction of the Director of Athletics and Community Activities, this position will be responsible for planning, coordinating, and performing activities that support the operations of the Community Athletics and Recreation Department (CARD). The incumbent will perform a variety of administrative and technical duties to support programs that promote student engagement and physical activity throughout the Madera Unified School District community.

The recommended salary range is based on an internal comparison with similar classifications within the District, including Special Services Technician, Student Services Technician, and Personnel Technician. These roles all provide complex administrative support and require an in-depth understanding of departmental operations and procedures. The District and CSEA will meet to negotiate the salary placement recommendation.

This proposal is presented in accordance with California Education Code section 45276 and Personnel Commission Rules 3.2.1 through 3.2.5.5 and 3.2.9, which outline the Personnel Commission's responsibility to classify new or revised positions approved by the Board of Trustees.

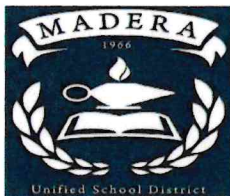
Recommendation:

The Personnel Commission is recommended to approve the proposed job class description for the Community Athletics and Recreation Department (CARD) Services Technician and the salary recommendation, as listed in the table below.

<u>JOB CLASS TITLE</u>	<u>NEW OR REVISED</u>	<u>SALARY RANGE RECOMMENDATION</u>
Community Athletics and Recreation Department (CARD) Services Technician	New	SR 33 (\$25.17 - \$33.07 per hour) on the 2025/2026 Classified Salary Schedule

Attachments:

Job Class Description: CARD Services Technician



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

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

COMMUNITY ATHLETICS AND RECREATION DEPARTMENT (CARD) SERVICES
TECHNICIAN

DEPARTMENT/SITE: Community Athletics
Recreation Department

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE:

WORK CALENDAR: 261 Days

REPORTS TO: Director of Athletics and Community
Activities

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Athletics and Community Activities, the Community Athletics and Recreation Department (CARD) Services Technician plans, coordinates, and performs activities related to the support and operation of the CARD Programs. Specific responsibilities include knowledge of requirements under Federal, State, and local mandates and guidelines, and managing and updating data needs for the CARD department to ensure data accuracy and integrity as it relates to the State of California's Expanded Learning Opportunities guidelines. The incumbent in this classification will provide the MUSD community with administrative/ technical duties in support of the Community Athletics and Recreation Department, which directly supports student engagement and physical activity.

DISTINGUISHING CHARACTERISTICS

A position in this class plans, coordinates, and performs activities related to the support and operation of the Community Athletics and Recreation Department's programs, specifically to assist and ensure that the state's guidelines for auditing and compliance are met. This position also performs specialized and complex administrative support duties involving independent judgment and understanding of departmental functions and procedures.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following 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.

- Assists in revising-and updating standard operating procedures (SOP) and policies for the Community Athletics and Recreation Department, inspection of reports, data sources, but not limited to the Expanded Learning Opportunities Program (ELO-P) and the Districtwide student database (Aeries).
- Assists in overseeing the maintenance of the Department's Community Athletics and Recreation Department; coordinates related improvement activities within the Office of Community Athletics and Recreation and with other departments within the district.
- Assists with logistical planning and organization of camps and activities, including reserving facilities, coordinating supplies, and managing registration lists. Coordinate with vendors, school staff, and volunteers to ensure the execution of events.
- Assists with maintaining and updating the department's website and social media platforms to promote upcoming events and share program highlights. Creates, edits, and distributes flyers, brochures, newsletters, and other promotional materials for camps and programs. Supports outreach efforts by managing email and phone inquiries from families and community members

- Assists with the development and implementation of assigned project plans to include timelines, responsible parties, communications, and key performance indicators.
- Assists with the preparation and submission of required reports and summaries for a grant or program compliance.
- Coordinates the distribution of surveys or feedback tools to gather input from participants and families. Represents the department in a professional and friendly manner while interacting with students, parents, school staff, and community partners.
- Generates regular reports on enrollment, attendance, and program participation for internal review and compliance purposes.
- Helps ensure all programming and communication is culturally responsive and inclusive. with students, parents, school staff, and community partners.
- Maintains thorough and organized documentation in accordance with California Department of Education (CDE) audit standards for Expanded Learning Opportunities (ELO-P). Ensures time-stamped records of registration, rosters, attendance, and financial expenditures are readily available for state or district audits.
- Performs a variety of technical duties (e.g., Input and maintain student data) in the management of student information database and student and/or spreadsheets, ensuring accuracy and confidentiality. Tracks student eligibility and verifies required documentation in alignment with ELO-P requirements; maintains confidentiality of student information. Provide on-site clerical or administrative support during programs as needed (e.g., sign-in sheets, parent communication, distributing materials).
- Provides reports and other documents as needed for school personnel, including program entry and exit reports; prepares reports for the Governing Board. Inputs coded information according to site and programs being offered; assures data accuracy and report preparation efficiency.
- Supports student data collection specifically required for LCAP and Aeries; designs custom reports and queries for the Community Athletics and Recreation Department to target specific management issues/concerns, and ensures all issues are resolved promptly.
- Works from 9:00 am to 6:00 pm to accommodate the after-school programs.
- Performs other related duties as assigned to ensure 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:

- Modern office practices, procedures, and equipment
- Current policies, codes, laws, regulations, and procedures
- Use of computer, job-related Community Athletics software applications, including Google Office Suite, and virtual meeting platforms
- Federal laws regarding Expanded Learning Opportunities (ELO-P)
- Business telephone techniques and etiquette
- Correct English usage, including grammar, spelling, punctuation, and vocabulary
- Expertise in Microsoft Office, Google Suite tools, and other applicable software applications, including AERIES or similar software systems
- District policies and procedures associated with educational processes
- District organization and locations

Skills and Abilities to:

- Keyboard accurately at an acceptable rate of speed
- Operate standard office equipment utilizing pertinent software applications
- Prepare and maintain accurate records

- Plan and manage complex and responsible projects
- Accurately take and transcribe notes and/meeting minutes/recollections
- Planning and managing projects; problem solving, logical thinking
- Maintains confidentiality of Community Athletics and Recreation Department files and records
- Display exemplary planning, prioritization and time management skills
- Communicate with diverse groups, maintaining confidentiality, meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Communicate with staff, parents, vendors, and the public using patience and courtesy, and in a manner that reflects positively on the organizational unit
- Read, write, and communicate clearly in English; a second language, Spanish, is preferred
- Perform well under pressure to complete time-sensitive priorities
- Understands and follows written and oral instructions
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations

RESPONSIBILITY:

Responsibilities include working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources 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.

EXPERIENCE REQUIRED:

- Two (2) years of clerical or administrative experience with data systems such as AERIES, including work with TK-8th-grade students in co-curricular activities, and one (1) year of coordinating large youth events.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After the offer of employment, obtain:

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After the 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 A through the District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is primarily indoors and requires sitting for extended periods
- Lift objects such as boxes containing documents weighing up to 35 pounds
- Physical abilities include stooping/crouching, reaching/handling, bending at the waist, kneeling, crawling, reaching, handling, or crouching to retrieve and store materials
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and the computer screen



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: September 17, 2025

Agenda Item:

Presentation and Approval of the 2024-2025 Personnel Commission Annual Report

Agenda Placement:

Action

Background:

Pursuant to Education Code 45266 and Personnel Commission Rule 2.6.1, the Director of Classified Personnel is required to prepare an annual report of the Commission's activities. Once approved by the Commission, the report is submitted to the Governing Board at a regular meeting for review.

Attached is the Personnel Commission Annual Report for the fiscal year July 1, 2024 – June 30, 2025. The report provides information on the Commission's various responsibilities, activities, and recruitments. Commission staff continue to employ innovative approaches to recruitment and to meet the needs of the District. This report highlights key accomplishments and initiatives from the past year.

Recommendation:

The Personnel Commission is recommended to approve the 2024–2025 Annual Report as presented and direct that it be submitted to the Board of Trustees, as mandated.

2024-2025

Annual Report

WE BELIEVE
= MADERA UNIFIED



MADERA UNIFIED SCHOOL DISTRICT **PERSONNEL COMMISSION**

1902 Howard Road
Madera, CA 93637
559-675-4500 Ext. 298



MESSAGE FROM THE DIRECTOR



SCOTT YEAGER

I am pleased to present the Personnel Commission Annual Report for the fiscal year 2024-2025. The Personnel Commission Office has had a successful year with its recruiting efforts to attract the most qualified candidates to fill the District's classified positions.

Our annual report provides an overview of the work activities in support of the Classified Services during the 2024-2025 fiscal year. We had a total of 263 open recruitments, and 123 transfer recruitments were conducted this year. The PC staff received and reviewed 1,894 applications. A total of 309 candidates were hired for various classified positions. You can find additional statistics on the Recruitment and Selection page of this annual report.

I congratulate the Classified Conference Professional Development Committee for excellently coordinating and facilitating the annual conference. This year, we held our sixth classified yearly conference, "Building Bridges to Bright Futures," held in June 2025, with a conference program of over 40 workshops. Our classified and certificated staff presented more than half the sessions, and there was excellent entertainment and a vendor fair held by our business partners/sponsors. Classified employee attendance was very strong again this year, with over 672 attendees, and we raised over \$12,000 in sponsorships to offset the conference cost.

I sincerely hope you enjoy reading about our accomplishments this year!

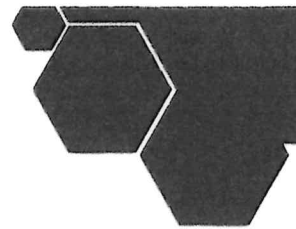


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What is the Merit System

Personnel Commissioners

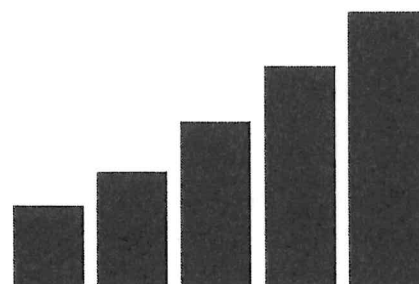
2025 Loretta Edwards Employee of the Year

Classified Quarterly Award Winners

Recruitment and Selection Data

2025 Classified Conference

Personnel Commission Team



What is the Merit System?

The Personnel Commission and Merit System provide the framework for the personnel management system for classified employees of the school system and for fostering the advancement of career service. The Commission enacts and implements rules and regulations for job classification, recruitment/selection, and examination procedures, as well as hearing procedures for appeals of disciplinary/dismissal matters, examination protests, and various other personnel practices. Sections 45220 through 45320 of the Education Code and appropriate sections of the Government Code provide authority for Personnel Commission functions. The fundamental purpose of the Merit System is to ensure that employees are selected, promoted, and retained without favoritism or prejudice, based on merit and fitness.

The Personnel Commission is an independent body of three citizens appointed for three-year staggered terms under the California Education Code. The Personnel Commission of Madera Unified School District has been in place since September 2007.

Our office conducts recruitments, candidate assessments, job classification, and compensation administration for classified (non-teaching) positions for the Madera Unified School District.



PERSONNEL COMMISSIONERS



PHILIP JANZEN



Commissioner -Chair and Board of Trustees' appointee was sworn into the Personnel Commission in December 2010. Commissioner Janzen is no stranger to public service, having been a member of the MUSD Board for eight years (2002-2010), including two terms as Board President. Commissioner Janzen is a native Maderan with family ties to the city from the 1920s. Along with his brother and father, Commissioner Janzen is the co-owner of Janzen Farms, a cattle-feeding operation for the dairy industry. Commissioner Janzen is a graduate of Cal Poly and has two children.

DAVID HERNANDEZ



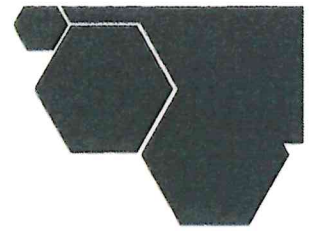
Commissioner - Vice Chair began his term as the Joint Appointee on October 21, 2021. Commissioner Hernandez is a retired Director of Family and Community Services for the Madera Unified School District (MUSD) - Department of Family and Community Services. Commissioner Hernandez has a passion for helping and educating parents; he has over 35 years of experience overseeing successful, award-winning parent engagement programs. One of Commissioner Hernandez's most significant accomplishments was being successful in adding five Parent Resource Centers (PRCs) that were designed to assist and support MUSD's overall mission and quality educational standards. Commissioner Hernandez was instrumental in building partnerships with a host of community agencies, teachers, students, and parents to promote and maximize learning opportunities across the full spectrum of parent engagement. Commissioner Hernandez currently serves on the Board of Directors for the Madera Linkage Foundation, and was inducted into the Fresno State Teacher and Friends of Education Honor Wall for Exemplary Contributions in Support of Education in 2021.

FRAN WHEAT



Commissioner Wheat, CSEA Appointee, has been a resident of Madera for 63 years and attended Madera schools. Commissioner Wheat was appointed to serve as the Classified School Employees Association on December 17, 2018. Commissioner Wheat is active in the community, working with the City and County to help incorporate the Madera County Arts Council as their first president. She also held many chapter offices and served as the State President of the California Young Homemakers Association. Commissioner Wheat is blessed with one son who attended and graduated from local schools. Commissioner Wheat is a 20-year retiree from Madera Unified School District.

Raymond Fung



| 2025 Loretta Edwards Employee of the Year



Mr. Fung exemplifies outstanding service to the Madera Unified School District by offering unwavering support for its goals and initiatives. His dedication extends beyond his regular responsibilities, as he actively participates in District and site-specific projects, contributing valuable insights and solutions to a range of issues.

Mr. Fung was recognized for his outstanding performance and dedication to excellence while serving the Students and Staff at Madera Unified School District. Mr. Fung is a student champion who has made a difference.

Classified Quarterly Award Winners

2024-2025

Raymond Fung
Print Shop Technician Lead



Linda Perez
Administrative Assistant I



Gloria Garcia
Executive
Administrative
Assistant

2025 Classified Conference



This year's 6th annual Classified Conference, Building Bridges to Bright Futures, was held at Matilda Torres High School on June 9, 2025. It was a fantastic day of personal and professional workshops for all classified employees. We highlighted classified employees who have been recipients of the Classified Quarterly Award and Employee of the Year within our School District. Our conference attendance grew, and the Classified Conference Professional Development Committee launched an excellent conference program.



Recruitment and Selection Data



Examinations

Job Recruitments: 263

Transfer Postings: 123

Supplemental Help: 4

Temporary Pools: 47

Applicants Tested: 823

New Classifications - 4

- Adult Education Data/Exam Technician
- Nutritionist
- Student Advocate – Social Emotional Behavior (SEB)
- Supervisor-Expanded Learning Programs

Certifications Processed

Eligibility Lists Created: 113

Candidates Certified: 694

Certified Hires: 309

Reemployment List: 1

Positions filled by Transfers: 17

Positions filled by Promotion: 92

Number of Applications for Permanent Positions: 1,894

Permanent Positions: 1,894

Personnel Commission Team



Scott Yeager
Director of Classified Personnel



Mary Siegl
Personnel Specialist -
Lead -Ext. 295



Alejandra Venegas-Chaves
Personnel Specialist
Ext. 294



Norma Orozco
Personnel Technician
Ext. 296



Mary Jane Falcon
Administrative Assistant V
Ext. 298