

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

AGENDA
Regular Meeting
Wednesday, September 25, 2024
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 THE 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. CLOSED SESSION

- A. Public Employee Appointment/Employment [Director of Classified Personnel] [Government Code Section 54957]

7. RECONVENE FROM CLOSED SESSION

- A. Report of Actions Taken in Closed Session

8. 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 28, 2024, Regular Meeting, and Thursday, September 5, 2024, Special Meeting, and Friday, September 13, 2024, Special Meeting

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

1. Bus Driver – Open Competitive
2. College & Career Specialist – Open Competitive
3. Deaf or Hard of Hearing (DHH) Sign Language/Oral Interpreter – Open Competitive
4. Family Liaison & Student Attendance Technician - Open Competitive/Promotional
5. Office Assistant – Open Competitive
6. Personnel Technician – Promotional
7. Scenic Specialist – Open Competitive
8. Speech and Language Pathologist Assistant – Open Competitive

C. Consideration and approval of Initial Salary Placements for:

1. J. Miramontes, candidate for Paraprofessional - Autism
2. M. Solis, candidate for Paraprofessional - Special Needs
3. E. Raymond, candidate for Costume, Makeup & Hair Specialist
4. A. Wall, candidate for Scenic Specialist
5. C. Navia, candidate for School Safety Officer
6. E. Peralta, candidate for School Safety Officer

9. NEW BUSINESS

- A. Presentation and approval of the 2023-2024 Personnel Commission Annual Report.

10. INFORMATION AND REPORTS

A. Director's Report

B. Commissioner's Report

11. NEXT REGULAR PERSONNEL COMMISSION MEETING

Wednesday, October 16, 2024 at 4:30 pm
Madera Unified School District Office – Board Room
1902 Howard Road
Madera, California 93637

12. SUGGESTED FUTURE AGENDA ITEMS

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 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: September 25, 2024

Agenda Item:

Consideration and approval of the minutes from Wednesday, August 28, 2024, Regular Meeting; Thursday, September 5, 2024, Special Meeting, and Friday, September 13, 2024, Special Meeting

Agenda Placement:

Consent

Background:

Consideration and approval of the minutes from Wednesday, August 28, 2024, Regular Meeting, and Thursday, September 5, 2024, Special Meeting, and Friday, September 13, 2024, Special Meeting

Recommendation:

It is recommended that the Personnel Commission approve the minutes from Wednesday, August 28, 2024, Regular Meeting; Thursday, September 5, 2024, Special Meeting; and Friday, September 13, 2024, Special Meeting.

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, August 28, 2024 at 4:30 PM

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 28, 2024, at 4:30 p.m.

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

- Commissioner Wheat led the flag salute.

3. ROLL CALL

- Mary Siegl, Personnel Specialist Lead, took the roll call
- Roll Call

The following were in attendance:

Fran Wheat, Personnel Commission Chair

Philip Janzen, Personnel Commission Vice-Chair, absent

David Hernandez, Personnel Commissioner, via teleconference

Philip J. Gordillo, Interim Director -Classified Personnel

Mary Siegl, Personnel Specialist Lead

Alejandra Venegas-Chaves, Personnel Specialist

Joe Aiello, Assistant Superintendent of Human Resources

Cheri Giddens, CSEA President Chapter 169

There were others in attendance.

4. ADOPTION OF THE AGENDA

- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve adopting the Agenda. MOTION NO. 09 -2024/25.
Ayes: Commissioners: Hernandez and Wheat
Noes: None
Absent: Janzen
Abstained: None

5. PUBLIC COMMENT

- Cheri Giddens, CSEA Chapter 169 President, asked if the Personnel Commission would allow the District Advisory Panel to speak directly to the Personnel Commissioners regarding their feedback on the advisory panel interview for the Director- -Classified Personnel instead of relying on the Executive Director of CSPCA Philip Gordillo to present the panel feedback to the Commissioners.

6. CONSENT AGENDA

- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve adopting the Consent Agenda. MOTION NO. 10 -2024/25.

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

7. NEW BUSINESS

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

- Interim Director – Classified Personnel, Philip J. Gordillo, presented the revised job description. The Director of Student Services requested that the policy require bilingual Spanish skills to serve the parent population better. Changes were made to Skills, Abilities, and License required sections of the job description.
- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the revised job classification for the Family Liasion and Student Attendance Specialist. MOTION NO. 11 -2024/25, DOCUMENT NO. 12-2024/25

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

B. Discuss and approve the reclassification of the current Personnel Technician vacancy to Personnel Specialist.

- Interim Director Gordillo presented the item. It had been previously thought that there were extra funds in the budget to upgrade the current Personnel Technician vacancy to Personnel Specialist. CFO Garcia clarified that the funds are no longer available once an employee leaves. A request could be made to upgrade the position as part of Core Staffing. This would leave the position vacant until July 1, 2025. It was agreed that the best thing to do at this time would be to move forward with filling the current vacancy. This would also keep the current career path intact.

C. Discuss and approve the limited-term salary step placement for Philip J. Gordillo, part-time Interim Director of Classified Personnel at Step 6.

- The former Director of Classified Personnel, Isabel Barreras, had recommended that Philip J. Gordillo, part-time Interim Director of Classified Personnel, be placed at Step 6, Range 36 (81.78 per hour) of the Classified Management salary schedule. Mr. Gordillo brings four years of experience working as the part-time Director of the California School Personnel Commissioners Association (CSPA) as well as over 19 years of working in various Human Resource Executive Director positions, 15 of these years working as the Director of Classified Personnel Services at Santa Clara County Office of Education
- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the limited-term salary step placement for Philip J. Gordillo, part-time Interim Director of Classified Personnel at Step 6, Range 36 of the classified management salary schedule. MOTION NO. 11 -2024/25

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

D. Discuss and approve the retired annuitant limited-term agreement for Philip J. Gordillo- Interim Director of Classified Personnel.

- District Administration has asked that a contract be completed and approved by the Personnel Commissioners detailing the arrangements of Mr. Gordillo's employment.
- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the retired annuitant limited-term agreement for Philip J. Gordillo, part-time Interim Director of Classified Personnel. MOTION NO. 13 -2024/25, DOCUMENT NO. 13-2024/25

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

8. INFORMATION AND REPORTS

A. Director's Report

- Interim Director Gordillo reported that the Commission staff remains busy recruiting to fill this upcoming year's open and new vacancies.
- On July 23, 2024, Alejandra Venegas-Chaves and Mary Siegl conducted the Annual Custodian Performance Test at Matilda Torres High School. The test was very successful, with 25 applicants being tested and eight raters participating in the examination.
- The District has received notification that the Madera Unified School District Classified Professional Development Program has been selected as a finalist for the Golden Bell Award, which the California School Boards Association gives out. A validation will be conducted in September to confirm the program's eligibility for the award. The winner will be recognized at the annual CSBA Conference in Anaheim in early December.
- The Northern California SPCA will hold a conference on October 27-28th in Napa, CA. If Commissioners would like to attend, please get in touch with Mary Jane Falcon to make arrangements.
- Interim Director Gordillo complimented Personnel Commission staff for having strong work processes in place and indicated he had enjoyed his time working in Madera.

9. CLOSED SESSION

- Commission Chair Wheat adjourned the meeting at 4:45 pm to discuss the following matter:

A. Public Employee Appointment/Employment: Director of Classified Personnel [Government Code Section 54957]

10. RECONVENE FROM CLOSED SESSION

A. Report of Actions Taken in Closed Session

- Commission Chair Wheat reconvened the Open Session at 5:29 p.m. and reported that no reportable actions were taken.

11. NEXT REGULAR PERSONNEL COMMISSION MEETING

- Wednesday, September 25, 2024 at 4:30 pm
Madera Unified School District Office – Board Room
1902 Howard Road
Madera, California 93637

12. SUGGESTED FUTURE AGENDA ITEMS

- None were suggested.

13. ADJOURNMENT

- Commission Chair Wheat adjourned the regular meeting at 5:31 p.m.

Philip J. Gordillo ms
Philip J. Gordillo, Interim Director – Classified Personnel

Date: September 10, 2024

Minutes Record of MUSD Personnel Commission
Special Meeting held on Thursday, September 5, 2024, at 4:30 p.m.

The Personnel Commission of the Madera Unified School District convened a Special Board Meeting in the District Board Room, 1902 Howard Road, Madera, California, on Thursday, September 5, 2024, at 4:30 p.m.

1. CALL TO ORDER

- Commissioner Wheat called the meeting to order at 4:35 p.m.

2. PLEDGE OF ALLEGIANCE

- Commissioner Hernandez led the flag salute.

3. ROLL CALL

- Mary Jane Falcon, Administrative Assistant V, took the roll call.

- **Roll Call**

The following were in attendance:

Fran Wheat, Personnel Commission Chair

Philip Janzen, Personnel Commissioner Vice-Chair - absent

David Hernandez, Personnel Commissioner

Philip J. Gordillo, Interim 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 visitors in attendance.

4. ADOPTION OF THE AGENDA

- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the Agenda. MOTION NO. 14-2024/25.

Ayes: Commissioners: Hernandez and Wheat

Noes: None

Absent: Janzen

Abstained: None

5. PUBLIC COMMENT

- No comments were made.

6. NEW BUSINESS

A. Consideration and approval of the Eligibility List for the Director – Classified Personnel

- Interim Director Gordillo updated the Commissioners that the Eligibility list had been completed. There were 12 applicants for the position and four ranks of candidates on the eligibility list.

- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the Eligibility List for Director – Classified Personnel.
MOTION NO. 15-2024/25.

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

7. INFORMATION AND REPORTS

- A. Review of the recruitment and selection process for the Director – Classified Personnel
 - Interim Director Gordillo reported that the next step in the recruitment process will be to conduct the District Advisory Panel interviews and then the final interviews with the Personnel Commission. It was determined that the Advisory panel interviews would be conducted on Thursday, September 12, 2024, and the final hiring interview with the Personnel Commission would be conducted on Friday, September 13, 2024.
- B. Consideration of the request from CSEA Chapter#169 President Cheri Giddens regarding providing feedback directly to the Personnel Commission from the District Advisory Panel.
 - Interim Director Gordillo reported that he had met with CSEA leadership. CSEA leadership will provide input in developing and selecting the questions at the Advisory Panel Interview. Also, advisory panel members will be allowed to contact the Commissioners directly and provide their feedback from the interview.

8. CLOSED SESSION

- Commissioner Wheat adjourned the meeting to Closed Session at 4:48 p.m. to discuss the following matter:
- A. Public Employee Appointment/Employment/Director of Classified Personnel [Government Code Section 54957]

9. RECONVENE FROM CLOSED SESSION

A. Report of Actions Taken in Closed Session

- Commission Chair Wheat reconvened the Open Session at 5:29 p.m. and reported no reportable actions.

10. ADJOURNMENT

- Commission Chair Wheat adjourned the Special Meeting at 5:30 p.m.


Philip J. Gordillo, Interim Director - Classified HR

Date: September 18, 2024

**Minutes Record of MUSD Personnel Commission
Special Meeting held on Friday, September 13, 2024, at 9:00 a.m.**

The Personnel Commission of the Madera Unified School District convened a Special Board Meeting in the District Conference Room, 1902 Howard Road, Madera, California, on Friday, September 13, 2024, at 9:00 a.m.

1. CALL TO ORDER

- Commissioner Wheat called the meeting to order at 9:07 am.

2. PLEDGE OF ALLEGIANCE

- Commissioner Hernandez led the flag salute.

3. ROLL CALL

- Alejandra Venegas-Chaves, Personnel Specialist, took the roll call.

- **Roll Call**

Fran Wheat, Personnel Commissioner Chair

Philip Janzen, Personnel Commissioner Vice-Chair

David Hernandez, Personnel Commission

Philip J. Gordillo, Interim Director - Classified Personnel

Eleanor Guerra, Office Technician Substitute

4. ADOPTION OF THE AGENDA

- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the Agenda. MOTION NO. 16-2024/25

Ayes: Commissioners: Hernandez, Janzen, and Wheat

Noes: None

Absent: None

Abstained: None

5. PUBLIC COMMENT

- No comments were made.

6. CLOSED SESSION

- Commissioner Wheat adjourned the meeting to Closed Session at 9:10 a.m. to discuss the following matter:
A. Public Employee Appointment/Employment/Director of Classified Personnel [Government Code Section 54957]

7. RECONVENE FROM CLOSED SESSION

A. Report of Actions Taken in Closed Session

- Commission Chair Wheat reconvened the Open Session at 12:54 p.m. No action was taken.

8. ADJOURNMENT

- Commission Chair Wheat adjourned the Special Meeting at 12:59 p.m.

Philip J. Gordillo me
Philip J. Gordillo, Interim Director - Classified Personnel

Date: September 18, 2024



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: September 25, 2024

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. Bus Driver - Open Competitive
2. College & Career Specialist – Open Competitive
3. Deaf or Hard of Hearing (DHH) Sign Language/Oral Interpreter – Open Competitive
4. Family Liaison & Student Attendance Technician - Open Competitive/Promotional
5. Office Assistant – Open Competitive
6. Personnel Technician – Promotional
7. Scenic Specialist – Open Competitive
8. Speech and Language Pathologist Assistant – Open Competitive

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: September 25, 2024

Agenda Item:

Consideration and approval of initial salary placement for J. Miramontes, candidate for Paraprofessional – Autism

Agenda Placement:

Consent

Background:

The Director of Special Services has presented the Personnel Commission with a request for an initial salary placement for (J. Miramontes), a candidate for Paraprofessional – Autism. The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 28, Step 5 (\$26.52 hourly) of the classified salary schedule.

The candidate has seven years of experience working directly with and supervising students with special needs in a school district and three additional years of experience working as a tutor and an activities assistant for students. This far exceeds the minimum qualification of one year of experience working with autistic children. We are pleased 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; 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 them exceptionally qualified for the position.

Recommendation:

The Personnel Commission recommends approving the initial salary placement for the Paraprofessional – Autism candidate (J. Miramontes) at Range 28, Step 5 (\$26.52) of the classified salary schedule.

No attachment:



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: September 25, 2024

Agenda Item:

Consideration and approval of initial salary placement for M. Solis, 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 (M. Solis), a Paraprofessional – Special Needs candidate. The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 17, Step 7 (\$23.65 hourly) of the classified salary schedule.

The candidate has one year of experience working as a mental health caseworker with Madera County and fifteen years of experience working as a mental health caseworker at Valley Teen Ranch; this work experience far exceeds the minimum qualification of one year of experience working with children in a specialized learning environment. She also has experience developing and implementing treatment plans and has held trainings around life skills and de-escalation techniques for families. The candidate also has an Associate's Degree in Criminal Justice, which exceeds the minimum education High School diploma or equivalent, and completion of 48 units from a nationally accredited college or university or the passage of a local assessment test. We are pleased 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 exceptionally qualified for the position.

Recommendation:

The Personnel Commission recommends approving the initial salary placement for the Paraprofessional – Special Needs candidate (M. Solis) at Range 17, Step 7 (\$23.65) of the classified salary schedule.

No attachment:



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: September 25, 2024

Agenda Item:

Discuss and approve the Initial Salary Placement for E. Raymond, candidate for Costume, Makeup & Hair Specialist.

Agenda Placement:

Action

Background:

The Director of Visual and Performing Arts has presented the Personnel Commission with a request for an initial salary placement for the Costume, Makeup & Hair Specialist (E. Raymond). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 40, Step 4 (\$31.55 hourly rate) of the classified salary schedule.

The candidate brings over six years of work experience as a Hair Makeup and Costume Designer for several theatre organizations, including Selma Arts Center, Madera Theatre Project, Ballet Folklorico Orgullo Mexicano, and Children's Musical Theater Works in Fresno, and also a licensed Cosmetologist. This far exceeds three (3) years of production, costume, and makeup experience or professional stitching and makeup experience. This is a difficult recruitment, and MUSD is excited to continue attracting highly qualified candidates who will make a difference at Madera Unified.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 45260-45261 and Personnel Commission Rule 8.2.1.1: for initial salary placement based on additional qualifying experience; and PC Rule 8.2.1.3: difficulty experience in recruiting candidates to meet the vacancy needs of the course and PC Rule 8. 2.1.4; additional skills or qualifications of the candidate that make them exceptionally qualified for the position.

Recommendation:

The Personnel Commission is recommended to approve the Initial Salary Placement for (E. Raymond), a candidate for Costume, Makeup & Hair Specialist at Range 40, Step 4 (\$31.55 hourly rate) of the classified salary schedule.

No attachment:



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: September 25, 2024

Agenda Item:

Discuss and approve the Initial Salary Placement for A. Wall, candidate for Scenic Specialist.

Agenda Placement:

Action

Background:

The Director of Visual and Performing Arts has presented the Personnel Commission with a request for an initial salary placement for the candidate of Scenic Specialist (A. Wall). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 40, Step 7 (\$36.19 hourly rate) of the classified salary schedule.

The candidate has eight years of experience working as a Lead Carpenter at Monster City Studios in Fresno, where he fabricates exhibits and immersive experiences for theme parks, brands, and private clients. He also has twelve years of experience working as a furniture maker. This far exceeds the minimum experience qualifications of three years of scenic carpentry or design for theatre experience or 3 years of professional carpentry experience. The District is thrilled to fill this position as it is a specialized, skilled position.

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

Recommendation:

The Personnel Commission is recommended to approve the Initial Salary Placement (A. Wall), a candidate for Scenic Specialist at Range 40, Step 7 (\$36.19 hourly rate) of the classified salary schedule.

No attachments:



MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION 18-2024/25
DOCUMENT NO. 18-2024/25
DATED: 09/25/24

**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: September 25, 2024

Agenda Item:

Discuss and approve the Initial Salary Placement for C. Navia, candidate for School Safety Officer.

Agenda Placement:

Action

Background:

The Director of Safety and Security has presented the Personnel Commission with a request for an initial salary placement for the School Safety Officer (C. Navia). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 28, Step 5 (\$26.52 hourly rate) of the classified salary schedule.

The candidate brings military experience, having worked four years in the U.S. Marine Corps and three years of experience working with youth in sports as an assistant coach. The candidate also has completed 82 college units from the National University. This far exceeds the High School diploma, equivalency, and two years of experience working with youth and adults in an organized setting as an employee focusing on law enforcement or security work. This is a difficult recruitment, and MUSD is excited to continue attracting highly qualified candidates who will make a difference at Madera Unified.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 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 beyond every two years of education related to the position but beyond the educational requirements established for entry into the class; and PC Rule 8.2.1.3: difficulty experience in recruiting candidates to meet the vacancy needs of the course and PC Rule 8.2.1.4; additional skills or qualifications of the candidate that make them exceptionally qualified for the position.

Recommendation:

The Personnel Commission is recommended to approve the Initial Salary Placement for (C. Navia), candidate School Safety Officer at Range 28, Step 5 (\$26.52 hourly rate) of the classified salary schedule.

No attachment:



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: September 25, 2024

Agenda Item:

Discuss and approve the Initial Salary Placement for E. Peralta, candidate for School Safety Officer

Agenda Placement:

Action

Background:

The Director of Safety and Security has presented the Personnel Commission with a request for an initial salary placement for the School Safety Officer (E. Peralta). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 28, Step 5 (\$26.52 hourly rate) of the classified salary schedule.

The candidate brings six years of experience working as a Juvenile Correctional Officer II and a Bachelor of Science degree in Psychology. This far exceeds the minimum experience requirement of two years of experience working with youth and adults in an organized setting as an employee focusing on law enforcement or security work and the minimum education requirement of a high school diploma and equivalency. This is a difficult recruitment, and MUSD is excited to continue attracting highly qualified candidates who will make a difference at Madera Unified.

This recommended proposed action has been compiled as provided under the authority of California Education Code section 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 beyond every two years of education related to the position but beyond the educational requirements established for entry into the class; and PC Rule 8.2.1.3: difficulty experience in recruiting candidates to meet the vacancy needs of the course and PC Rule 8.2.1.4; additional skills or qualifications of the candidate that make them exceptionally qualified for the position.

Recommendation:

The Personnel Commission is recommended to approve the Initial Salary Placement for (E. Peralta), candidate School Safety Officer at Range 28, Step 5 (\$26.52 hourly rate) of the classified salary schedule.

No attachment:



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: September 25, 2024

Agenda Item:

Presentation and Approval of the 2023-2024 Personnel Commission Annual Report

Agenda Placement:

Action

Background:

Education Code 45266 and the Personnel Commission Rule 2.6.1 require the Director-Classified Personnel to prepare an annual report of the Commission's activities. When approved by the Commission, the annual report shall be submitted to the Governing Board at a regular meeting for its review.

Attached is the annual report for the fiscal year July 1, 2023 - June 30, 2024. Information is available regarding the various areas of the Commission's responsibilities, activities, and recruitments. The Commission staff continues to "think outside of the box" and create different avenues to recruit and meet the needs of the District. This annual report provides some important highlights for the year.

Recommendation:

It is recommended that the Personnel Commission approve the 2023-2024 Personnel Commission Annual Report as presented and direct that it be sent to the Board of Trustees, as mandated.

2023-2024

Annual Report

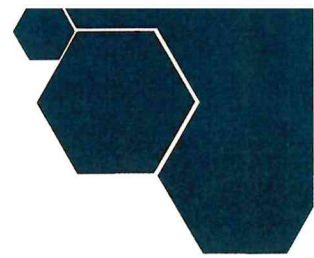
WE BELIEVE
MADERA UNIFIED



MADERA UNIFIED SCHOOL DISTRICT **PERSONNEL COMMISSION**

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

MESSAGE FROM THE DIRECTOR



ISABEL BARRERAS

I am pleased to present the Personnel Commission Annual Report for the fiscal year 2023-2024. 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 2023-2024 fiscal year. We had a total of 234 open recruitments and 134 transfer recruitments were conducted this year. The PC staff received and reviewed 2,539 applications. A total of 305 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 fifth classified yearly conference, "Together Towards Tomorrow," held in June 2024, with a conference program of 38 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. We broke the record in classified employee attendance with over 850 attendance and raised over \$14,500 in sponsorships to offset the conference cost.

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

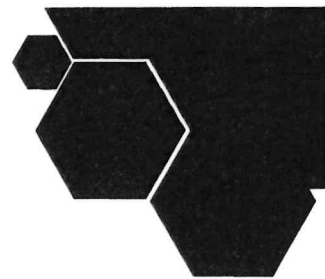


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Personnel Commissioners

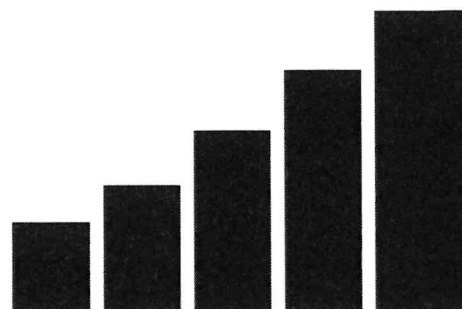
2024 Loretta Edwards Employee of the Year

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What is the Merit System?

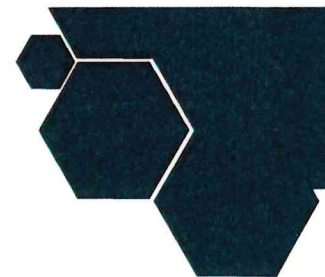
The Personnel Commission and Merit System provide the framework for the personnel management system for classified employees of the school system and for fostering the advancement of career service. The Commission enacts and implements rules and regulations for job classification, recruitment/selection, 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 Madera Unified School District.



PERSONNEL COMMISSIONERS



FRAN WHEAT

Commissioner -Chair and 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.



PHIL JANZEN

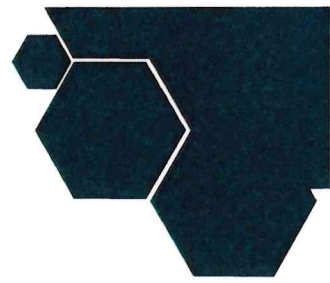
Commissioner - Vice Chair and Board of Trustee's appointee was sworn into the Personnel Commission in December 2010. Commissioner Janzen is no stranger to public service, having been a member of the MUSD Board for eight years (2002-2010), including two terms as Board President. Commissioner Janzen is 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 Hernandez 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.

Javier Villar



| 2024 Loretta Edwards Employee of the Year



Vice Principal Elizabeth Saldivar nominated Javier for his consistent leadership and dedication to serving students facing trauma and challenges in the classroom at Sierra Vista Elementary School. Javier generously volunteers his time during school events, taking on roles such as DJ, greeter, and translator. Javier also took the initiative to assume crosswalk duty. He communicated the importance of following proper procedures to parents with kindness and firmness. Javier is a true champion for consistently generating ways to help parents and students in the educational process. His commitment and actions underscore his invaluable role as a member of our school community.

Classified Quarterly Award Winners

2023-2024

Javier Villar

Paraprofesional
Special Needs



Michell Angulo

Student Advocate



Suzana Perez- Cardenas

Cafeteria
Playground Aide

2024 Classified Conference



This year's 5th annual Classified Conference, "Together Towards Tomorrow" was held at Matilda Torres High School on June 10, 2024. 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: 234
Transfer Postings: 134
Supplemental Help: 32
Temporary Pools: 30
Applicants Tested: 724

New Classifications – 10

Athletics and Community Events Supervisor
Classroom Aide Preschool – Level II
Child Nutrition Head Custodian Food Handler
Curator of Arts and Exhibits
Low Voltage Systems Specialist
Maintenance Journeyperson – Specialty
Occupational Therapist
Paraprofessional – T.O.P.S. Program
School Safety Dispatcher
School Safety Officer Lead – Therapy Support
Dog

Certifications Processed

Eligibility Lists Created: 107
Candidates Certified: 673
Certified Hires: 305
Reemployment List: 1
Positions filled by Transfers: 9
Positions filled by Promotion: 79

Number of Applications for Permanent Positions: 1,480

Personnel Commission Team



Isabel Barreras
Director of Classified Personnel



Mary Siegl
Personnel Specialist - Lead
Ext. 295



Alejandra Venegas-Chaves
Personnel Specialist
Ext. 294



Vicky Zamora
Personnel Technician
Ext. 296



Mary Jane Falcon
Administrative Assistant V
Ext. 298