

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

**AGENDA**  
**Regular Meeting**  
**Wednesday, October 15, 2025**  
**4:30 PM Public Meeting**  
**District Board Room – 1902 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, September 17, 2025, Regular Meeting.

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

1. Grounds Person I – Promotional / Open Competitive
2. Paraprofessional – Autism - Open Competitive
3. Paraprofessional – Physically Impaired – Promotional/ Open Competitive

4. Speech Language Pathologist Assistant – Open Competitive
5. Transportation Dispatcher - Promotional

**7. New Business**

- A. Consideration and approval of the initial salary placement for V. Arellano, candidate for Paraprofessional – Special Needs

**8. Information and Reports**

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

**9. Next Regular Personnel Commission Meeting**

Wednesday, November 19, 2025, at 4:30 pm  
Madera Unified School District Office - Board Room  
1902 Howard Road  
Madera, California 93637

**10. Suggested Future Agenda Items**

**11. Public Comment for Closed Session Items**

This portion of the meeting is reserved for members of the public to address the Commission on any items listed on the Closed Session agenda. Public comment is limited to three (3) minutes per speaker. The Commission is prohibited by law from taking action on matters not listed on the agenda. The Chair will recognize speakers.

**12. Closed Session**

- A. Public Employee Complaint  
(Government Code §54957)

**13. Reconvene to Open Session**

- A. Report of Actions Taken in Closed Session

**14. Adjournment**



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

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

**Meeting Date:** October 15, 2025

**Agenda Item:**

Consideration and approval of the minutes from Wednesday, September 17, 2025, Regular Meeting

**Agenda Placement:**

Consent

**Background:**

Consideration and approval of the minutes from Wednesday, September 17, 2025, Regular Meeting.

**Recommendation:**

It is recommended that the Personnel Commission approve the minutes from Wednesday, September 17, 2025, Regular Meeting.

**Minutes Record of MUSD Personnel Commission  
Regular Meeting held on Wednesday, September 17, 2025, at 4:30 p.m.**

The Personnel Commission of the Madera Unified School District convened in a Regular Board Meeting in the Price's Training Center, 1820 Howard Road, Madera, California, on Wednesday, September 17, 2025, at 4:30 p.m.

**1. CALL TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

- Commissioner Hernandez led the flag salute.

**3. ROLL CALL**

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

Philp Janzen, Personnel Commission Chair, was absent

The following were in attendance:

David Hernandez, Personnel Commission Vice-Chair

Fran Wheat, Personnel Commissioner

Scott Yeager, Director – Classified Personnel

Mary Siegl, Personnel Specialist Lead

Joe Aiello, Assistant Superintendent of Human Resources

Lydia Rubio, CSEA 1<sup>st</sup> Vice President

There were other employees in attendance.

**4. ADOPTION OF THE AGENDA**

- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the Agenda. MOTION NO. 17 -2025/26.

Ayes: Commissioners: Hernandez and Wheat

Noes: None

Absent: Janzen

Abstained: None

**5. PUBLIC COMMENT**

- **Tanya Foster, Chief Union Job Steward of CSEA Chapter #169 and Administrative Assistant V**, stated that Assistant Superintendent of Human Resources, Joe Aiello, has responded to her complaint, but she has not yet received a response from 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. 18 -2025/26.

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

## 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

- Director Yeager presented the District's request to establish a new job classification for the Community Athletics and Recreation Department (CARD) Services Technician. The position, reporting to the Director of Athletics and Community Activities, will be responsible for planning, coordinating, and carrying out activities that support CARD operations. A salary survey and internal comparisons to similar positions were conducted, resulting in a recommendation to place the classification at Range 33 of the classified salary schedule. The District and CSEA will meet to negotiate the final salary placement.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the new job classification and salary recommendation of classified range 33 for the position of Community Athletics and Recreation Department (CARD) Services Technician. MOTION NO. 19- 2025/26, DOCUMENT NO. 13-2025/26.

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

### B. Presentation and approval of the 2024/2025 Personnel Commission Annual Report

- Director Yeager presented the 2024/2025 Personnel Commission Annual Report. Highlights included an overview of the foundation of the Merit System, recognition of the Classified Employee of the Year, Raymond Fung, acknowledgment of the Quarterly Award recipients, and a summary of recruitment and selection activities. During the year, the Personnel Commission office received 1,894 applications for permanent positions, tested 823 applicants, certified 694 applicants, and processed 92 promotions.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the 2024/2025 Personnel Commission Annual Report. MOTION NO. 20-2025/26, DOCUMENT NO. 14-2025/26.

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

## 8. INFORMATION AND REPORTS

### A. Director's Report

- Director Yeager reported that the staff are actively engaged in multiple ongoing recruitments.

### B. Commissioner's Report

- No reports were made.

## 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**

- None were suggested

**11. ADJOURNMENT**

- Commissioner Hernandez adjourned the meeting at 4:45 p.m.



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Scott Yeager, Director – Classified Personnel

Date: September 22, 2025



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

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

**Meeting Date:** October 15, 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. Grounds Person I – Promotional / Open Competitive
2. Paraprofessional – Autism - Open Competitive
3. Paraprofessional – Physically Impaired – Promotional/ Open Competitive
4. Speech Language Pathologist Assistant – Open Competitive
5. Transportation Dispatcher - Promotional

**Recommendation:**

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



**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** October 15, 2025

**Agenda Item:**

Consideration and approval of initial salary placement for V. Arellano, candidate for Paraprofessional – Special Needs

**Agenda Placement:**

Action

**Background:**

The Principal at Matilda Torres High School has presented the Personnel Commission with a request for an initial salary placement for (V. Arellano), a Paraprofessional – Special Needs candidate. The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 17, Step 5 (\$22.47 hourly) of the classified salary schedule.

The candidate brings seven years of experience as a paraeducator providing one-on-one assistance to students with special needs. This level of experience significantly exceeds the minimum qualification of one year of experience working with children in a specialized learning environment. Attracting and retaining highly qualified candidates for these hard-to-recruit positions remains a priority for the district.

This recommendation is made pursuant to California Education Code Sections 45260–45261 and Personnel Commission Rules 8.2.1.1, which allows for initial salary placement based on additional qualifying experience; 8.2.1.3, which considers the difficulty experienced in recruiting candidates to meet vacancy needs in the class; and 8.2.1.4, which accounts for additional skills or qualifications that make a candidate exceptionally qualified for the position.

**Recommendation:**

The Personnel Commission recommends approving the initial salary placement for V. Arellano, Paraprofessional – Special Needs, at Range 17, Step 5 (\$22.47 hourly) of the classified salary schedule.

**No attachment**