

In accordance with [Assembly Bill 361 \(2021-2022\)](#), this meeting will be held via Zoom, a cloud-based video conference in which Commissioners, staff and the public can join via a link or by phone as listed below on the agenda. It is advisable to test your electronic devices to ensure you are able to access the link. If you have concerns or issues accessing the link prior to this meeting, email marysiegl@maderausd.org by 3:00 pm on Tuesday, October 18, 2022.

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

**AGENDA
Regular Meeting
Wednesday, October 19, 2022**

4:30 PM Public Meeting

Join Zoom Meeting

<https://maderausd.zoom.us/j/86484148544>

**Meeting ID: 864 8414 8544
One tap mobile
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**OUR MISSION
Highest Student Achievement
A Safe and Orderly Learning Environment
Financially Sound and Effective Organization**

1. Pledge of Allegiance, Opening and Acknowledgement of Visitors and Media

2. 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 prior to adoption of the agenda.

3. Communications

Public Hearing for visitors who wish to speak on a subject not on 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. If you wish to address the Commission, you may do so in two ways:

- **Prior to the meeting:** you may email your comments to marysiegl@maderausd.org at least 24 hours prior to the meeting. Include your full name and city of residence and public comment in your email. Your comment will be read during this portion of the meeting.
- **While in the Zoom meeting:**
 1. Click on the **Reactions** icon located at the bottom of the screen.
 2. On the new window, click on the **Raise Hand** icon and wait for your name to be called.
 3. Speakers will be address the Commission in the order this feature is used.
 4. State your name and city of residence prior to your comment.

4. 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 prior to the Commission's vote unless a member of the Commission, staff or public requests specific items be considered and discussed separately and/or removed from the Consent Agenda prior to the adoption of 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. Approve the minutes from Monday, September 21, 2022, Regular Meeting
- B. Consideration and approval of Eligibility List/s for:
 - 1. Child Nutrition Assistant I - Open/Competitive
 - 2. Data Analyst - Open/Competitive
 - 3. Human Resource Officer - Open/Competitive
 - 4. Migrant Student Family & Support Specialist - Open/Competitive
 - 5. Office Assistant 3.5 hours - Open/Competitive

5. New Business

- A. Consideration to continue to hold the Personnel Commission's Board public meeting via teleconferencing in November 2022 to safeguard the health of attendees amid the emergency of the COVID-19 Pandemic
- B. Discuss and approve Initial Salary Placement for the position of Human Resource Officer
- C. Discuss and approve the findings and recommendations of the first three phases of the Classification and Compensation review study project
- D. Presentation and Approval of the 2021-2022 Personnel Commission Annual Report

6. Informational and Reports

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

7. Next Regular Personnel Commission Meeting

Wednesday, November 16, 2022 at 4:30 pm
Madera Unified School District Office – Virtually through Zoom
1902 Howard Road
Madera, California 93637

8. Suggested Future Agenda Items

9. 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: October 19, 2022

Agenda Item:

Consideration and approval of the Minutes from September 21, 2022 Regular Meeting

Agenda Placement:

Consent

Background:

Approval of Minutes from the Regular Meeting of September 21, 2022.

Recommendation:

It is recommended that the Personnel Commission approve the Minutes from September 21, 2022.

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, September 21, 2022 at 4:30 PM

The Personnel Commission of the Madera Unified School District convened at a Regular Board Meeting via Zoom, a cloud-based video communication, on Wednesday, September 21, 2022 at 4:30 p.m.

Roll Call

Philip Janzen, Personnel Commission Chair
David Hernandez, Personnel Commissioner Vice-Chair
Fran Wheat, Personnel Commissioner

Isabel Barreras, Director Classified Human Resources
Mary Siegl, Personnel Specialist Lead
Alejandra Venegas-Chaves, Personnel Specialist

Joseph Aiello, Assistant Superintendent of HR, Joseph Aiello

Cheri Giddens, CSEA President
Vicky Zamora, CSEA 1st Vice- President

1. Call to Order of Public Meeting Pledge of Allegiance, Opening and Acknowledgement of Visitors and Media

- Commissioner Janzen called the meeting to order at 4:30 pm.
- Director Barreras led the flag salute.

2. Adoption of Agenda

- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the adoption of the agenda. MOTION NO. 12-2022/23.
Ayes: Commissioners: Hernandez, Janzen, and Wheat
Noes: None
Absent: None
Abstained: None

3. Communications

- No comments were made.

4. Consent Agenda

- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the Consent Agenda. MOTION NO. 13-2022/23.
Ayes: Commissioners: Hernandez, Janzen, and Wheat
Noes: None
Absent: None
Abstained: None

5. New Business

A. Consideration to continue to hold the Personnel Commission's Board public meeting via teleconferencing in October 2022 to safeguard the health of attendees amid the emergency of the COVID-19 Pandemic

- Director Barreras reported that the weekly COVID testing has been rescinded. The Board of Trustees is continuing to meet via Zoom for their October meeting, so at this time the Personnel Commission will continue to meet on Zoom to be in line with the Board of Trustees.
- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to continue to hold the Personnel Commission's Board public meeting via teleconferencing in October 2022 to safeguard the health of attendees amid the emergency of the COVID-19 Pandemic. MOTION NO. 14-2022/23

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

B. Discuss and approve the revised job classification description for Communications Analyst

- Director Barreras presented the revised job description for Communications Analyst. The job description was reviewed in Phase 1 of the Classification and Compensation Study. The position now has two vacancies. The revisions are being brought forward at this time in order to recruit the most qualified applicants under the revised job description.
- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the revised job classification description for Communications Analyst. MOTION NO. 15-2022/23, DOCUMENT NO. 06-2022/23

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

C. Discuss and approve the revised job classification description for CALPADS Data Technician

- Director Barreras presented the revised job description for Data Technician, which includes a change in the job title to CALPADS Data Technician. The job description was reviewed in Phase 1 of the Classification and Compensation Study and the position is now vacant. The revisions are being brought forward at this time in order to recruit the most qualified applicants under the revised job description.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the revised job classification description for CALPADS Data Technician. MOTION NO. 16-2022/23, DOCUMENT NO. 07-2022/23

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

D. Discuss and approve the revised job classification description for Research and Systems Improvement Analyst

- Director Barreras presented the revised job description for Research and Systems Improvement Analyst. The job description was reviewed in Phase 1 of the Classification and Compensation Study. The position is now vacant due to the current incumbent being promoted to Director of Continuous Improvement. The revisions are being brought forward at this time in order to recruit the most qualified applicants under the revised job description.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the revised job classification description for Research and Systems Improvement Analyst. MOTION NO. 17-2022/23, DOCUMENT NO. 08-2022/23

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

6. Information and Reports

A. Director's Report

- Director Barreras reported that Phase III of the Class and Comp Study is being wrapped up. She anticipates the salary study will begin in October and be concluded in December 2022. Director Barreras will bring a more detailed update to the October board meeting.
- Director Barreras held the first meeting for the Classified School Employee Teacher Grant and there were around 60 participants who attended the zoom meeting. We are hoping to fill 25 spots.
- Director Barreras reported that the PC Office continues to be busy with recruitments.
- Director Barreras reported that the Northern SPCA Region Conference in Walnut Creek will held on October 3, 2022, Mary Siegl, Alejandra Venegas-Chaves, Commissioners Hernandez and Wheat will be attending along with Director Barreras. Director Barreras will be a co-presenter at a conference workshop.

B. Commissioner's Report

- No reports were made.

7. Next Regular Personnel Commission Meeting

- Wednesday, October 19, 2022 at 4:30 pm
Madera Unified School District Office –Virtually through Zoom
1902 Howard Road
Madera, California 93637

8. Suggested Future Agenda Items

- No suggestions were made.

9. Adjournment rules

- Commissioner Janzen adjourned the meeting at 4:50 pm.



 Isabel Barreras, Director of Classified HR

Date: September 23, 2022



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: October 19, 2022

Agenda Item:

Consideration and Approval of the following Eligibility Lists for Open/Competitive job opportunities

Agenda Placement:

Consent

Background:

Eligibility Lists has been placed on the agenda as a Consent Item. If for some reason any Commissioner would like to remove a list, it can be done.

1. Child Nutrition Assistant I - Open/Competitive
2. Data Analyst - Open/Competitive
3. Human Resource Officer - Open/Competitive
4. Migrant Student Family & Support Specialist - Open/Competitive
5. Office Assistant 3.5 hours - 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: October 19, 2022

Agenda Item:

Consideration to continue to hold the Personnel Commission's Board public meeting via teleconferencing in November 2022 to safeguard the health of attendees amid the emergency of the COVID-19 Pandemic

Agenda Placement:

Action

Background:

On March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency in California due to the COVID-19 pandemic. This declaration remains active.

On March 17, 2020, the governor issued Executive Order N-29-20, which authorized the holding of public meetings via teleconferencing during the pandemic and suspended requirements of the Bagley-Keen Act and the Brown Act that members of a legislative body and the public be present in person.

Since April 16, 2020, public meetings of the Personnel Commission Board have been held via online video conferencing due to pandemic health concerns.

On June 11, 2021, the governor issued Executive Order N-08-21, which set an ending of September 30, 2021, to the public meeting rules in Executive Order N-29-20.

On September 16, 2021, the governor signed Assembly Bill (AB) 361 (2021-2022), which enables teleconferencing for public meetings during a proclaimed state of emergency under certain conditions. AB 361 will sunset on January 1, 2024.

The state and county departments of Public Health publicly report local COVID-19 data and only 54.45% of all eligible Madera County resident have been fully vaccinated for COVID-19 (as of October 11). Holding public in-person meetings in October could thus pose a potential health risk to the public.

Back on September 14, 2022, the California Department of Public Health (CDPH) announced that it is ending the COVID-19 policies that required weekly COVID-19 testing for unvaccinated and under-vaccinated workers in high-risk workplaces and schools. The August 11, 2021 State Public Health Officer Order concerning Vaccine Verification for Workers in Schools will be rescinded effective September 17, 2022. Madera Unified is no longer requiring unvaccinated employees to complete weekly testing.

At this time the MUSD Board of Trustees will continue to hold their public meetings via teleconferencing in November 2022. The Personnel Commission will continue to review this decision and make findings every 30 days to be in line with the MUSD Board of Trustees meetings.

Recommendation:

The Personnel Commission discuss and consider holding their Personnel Commission's Board public meeting via teleconferencing for the month November 2022 to safeguard the health of attendees amid the emergency of the COVID-19 Pandemic.



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: October 19, 2022

Agenda Item:

Discuss and approve Initial Salary Placement for the position of Human Resource Officer

Agenda Placement:

Action

Background:

District administration has presented the Personnel Commission with a request for an initial salary placement for the candidate of Human Resource Officer. The Personnel Commission staff is requesting approval to place the candidate with an initial salary placement at Range 29, Step 6 (\$138,336 yearly) of the classified management salary schedule. The Human Resource Officer position has been vacant since July 1, 2022. Back in August 2022, the job description came before the Commission to approve the revised minimum qualifications since it has been a difficult recruitment to attract highly qualified candidates. Interviews were held in early October and the District would like to move forward with the selected candidate.

The candidate has served in the following roles of administrator for ten (10) years, Vice Principal for four (4) years and Assistant Director of Student Services for six (6) years, which far exceed the minimum requirements of five (5) years of broad and increasingly responsible management-level Human Resources experience in an educational setting; OR; Three (3) years of successful administrative experience as a site administrator or higher in a school district of at least 10,000 students.

The candidate also holds a Master's degree in Public Administration, which exceeds the Bachelor's degree in education, public administration, human resources management, business, or other related field from an accredited college or university that is required.

The candidate is also trained in Title IX Sexual Harassment Investigations and currently is a Coordinator for student Title IX investigations district- wide for Clovis Unified; and has experience in employee personnel matters while serving in her role as Vice Principal and Assistant Director of Student Services. This includes progressive discipline and the Interactive Process. This candidate is highly qualified in the areas that will benefit the Human Resources Department.

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; PC Rule 8.2.1.2: for beyond the educational requirements established for entry level into the class, and PC Rule 8.2.1.3: difficulty experience in the recruitment of candidates to meet the vacancy needs of the class.

Recommendation:

It is recommended that the Personnel Commission approve the Initial Salary Placement for the Human Resource Officer at Range 29, Step 6 (\$138,336 yearly) of the classified management salary schedule.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: October 19, 2022

Agenda Item:

Discuss and approve the findings and recommendations of the first three phases of the Classification and Compensation review study project

Agenda Placement:

Action

Background:

The Personnel Commission approved initiation of a four-phase Classification and Compensation review of all regular positions in the classified services: classified bargaining unit, confidential, supervisory, and management job classes and descriptions. The consulting firm EH&A/MGT was contracted to conduct the study.

The first three study phases addressed job duties, job classes, and job class descriptions. The consultant's reports for those three phases are on this agenda.

A total of 153 job classes were reviewed. Most were recommended to be retained with minor edits to update the job description. A few were recommended for deletion because there are no incumbents and the District indicates that it does not intend to restaff those classes. A number of jobs were recommended for title change to reflect current job titling trends and to keep up with industry job name changes. Several new classes were also recommended to be added to reflect work sufficiently different from the work of other positions as to warrant a separate job class and description and create a career ladder pathway.

Appendix A of each report posts the jobs that were requested to be reviewed. Appendix B of each report is a sample of the Data Collection Questionnaire that each employee received and were asked to fill out. Appendix C of each report indicates the recommendation for the individual class titles. The first part of each report includes a discussion of the jobs reviewed in the phase and the findings and recommendations. Copies of the recommended job descriptions start at Appendix D of each report.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

The study methodology included several steps to ensure full participation by all employees as well as an opportunity for the classified bargaining unit to engage with the process through a steering committee.

- At the start of each phase incumbents whose jobs were being studied were invited to an orientation session via zoom presented by the consultants.
- During each phase, all of the classified employees whose jobs were to be studied in that phase received a survey questionnaire by which they could provide information about their job and the work assignments, functions, duties, and responsibilities they perform.
- The employees and supervisors were also afforded a voluntary opportunity to be interviewed personally in small groups from the same job class by a representative of EH&A/MGT.
- From this job data-gathering process, the consultant prepared updates to the job descriptions where needed as well as drafting new class descriptions and recommending title changes where appropriate.
- These drafts were reviewed by the steering committee to recommend adjustments if needed.
- In turn the drafts were provided to each employee in the class and to their supervisors for further review and input for final adjustment to the job class description.

In other words, employees have had ample opportunity to participate in and provide input to the job review process before the final drafts were entered into the report.

The consultants are now starting the fourth and final phase of the project which is the survey to assess and compare Madera USD's wages and salaries of classified positions against those of an identified market of comparable school districts in this region of California and provide findings and recommendations to the Personnel Commission, the Board, and the negotiations process. The survey work is projected for completion before the Winter Break that starts in December 2022.

Recommendation:

It is recommended that the Personnel Commission review and approve the findings and recommendations of the first three phases of the Classification and Compensation review study project.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: October 19, 2022

Agenda Item:

Presentation and Approval of the 2021-2022 Personnel Commission Annual Report

Agenda Placement:

Action

Background:

Education Code 45266 and the Personnel Commission Rule 2.6 require the Director of 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, 2021 - June 30, 2022. There is information available regarding the various areas of the Commission's responsibilities, activities, and recruitments. Last year we continued to experience a challenging year due to the COVID-19 Pandemic. However, the Commission continues to do great work to meet the needs of the District. This annual reports provides some important highlights for the year.

Recommendation:

It is recommended that the Personnel Commission approve the 2021-2022 Personnel Commission Annual Report as presented and direct that it be sent to the Board of Trustees, as mandated.



PERSONNEL COMMISSION

2021 – 2022
ANNUAL REPORT



WE BELIEVE
= MADERA UNIFIED



Message From Director

Isabel Barreras

I present the 2021-2022 Personnel Commission Annual Report. Over the last fiscal year, we have experienced many challenges as we battle the COVID-19 pandemic crisis. Nonetheless, these challenges have equally presented opportunities for creating new job classifications that enhanced our District goals and an excellent opportunity to attract new talent.

The Personnel Commission experienced a record number of requests for new job classifications and additional recruitments. This phenomenon is consistent with other districts across the globe as part of the Great Resignation. The Forbes Human Resources Council reported that a record number of people had left their jobs since the start of the pandemic. A survey found that globally 1 in 5 employees may quit their jobs in 2022. Of the employees surveyed most employees cited salary as the critical factor behind their decision to change careers.

In Madera Unified School District, we experienced an increase of 30% in outreach efforts to help fill existing and new job classifications. We joined forces with local job fairs held at the Madera Superintendent of Schools and the Madera Workforce Development Center. In addition, specialized workshops were hosted virtually, such as "Focusing on Details When Filing an Online Job Application"; "So I Filed an Application, What's Next?" and "Sharpen Your Interviewing Skills"; these efforts have increased District Staff and the greater communities to apply for MUSD jobs.

The Personnel Commission continued with the work of the Classification and Compensation Study for all classified positions. The Study will help MUSD ensure its classified jobs are up-to-date, remain competitive within our neighboring district, and to help retain a well-qualified workforce. The Study will be completed in December 2022. Special recognition to Superintendent Lile, the Board of Trustees, and our Personnel Commissioners for their continued support.

The 3rd annual Classified Conference was a success. The conference theme, "Together We Rise," was appropriate and well received as the conference was held "in person" at Matilda Torres High School with 300 Classified employees in attendance supporting the conference.

The Personnel Commission staff will continue to create innovative ways to recruit the most highly qualified staff to fill positions at Madera Unified.

I hope that you enjoy reading the highlights of events that transpired throughout the year.

Tabel Of Content

What is the Merit System?	03
Personnel Commissioners	04
2022 Loretta Edwards Employee of the Year	05
Classified Quarterly Award Winners	06
2021/2022 Service with Pride Honorees	07
Recruitment and Selection Data	08
2022 Classified Conference	09
Personnel Commission Team	10
Personnel Commission Workshops	11

WE BELIEVE
= MADERA UNIFIED



WHAT IS THE MERIT SYSTEM ?

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

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 pertinent to 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. Section 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, on the basis of merit and fitness.

The Personnel Commission is an independent body composed 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.

The Personnel Commission is composed of three individuals who must be registered voters, reside in the county of Madera, and be "known" adherents to the principles of the Merit System." One member of the Commission shall be appointed by the Board of Trustees, one member shall be appointed by the exclusive bargaining unit for classified employees, and the third member shall be appointed by the other two members of the Personnel Commission.

PERSONNEL COMMISSIONERS



Phil Janzen

Commission Chair - is the Board of Trustee's appointee. Sworn in to the Personnel Commission on December of 2010. Mr. Janzen is no stranger to public service, having been a member of the MUSD Board for eight years (2002-2010), including two terms as president. Mr. Janzen is a native Maderan and has family ties to the city that go back as far as the 1920's. Along with his brother and father, Janzen is the co-owner of Janzen Farms, a cattle-feeding operation for the dairy industry. Janzen is a graduate of Cal Poly and has two children.



David Hernandez

Commission - Vice Chair - began his term as the Joint Appointee on October 21, 2021. Mr. Hernandez is a retired, Director of Family and Community Services for the Madera Unified School District (MUSD) - Department of Family and Community Services. Mr. 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 David's greatest accomplishments was being successful in adding five Parent Resource Centers (PRC's) that were designed to assist and support MUSD's overall mission and quality educational standards. Mr. Hernandez was very 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. Mr. Hernandez currently serves on the Board of Directors for the Madera Linkage Foundation. David was inducted into the Fresno State Teachers and Friends of Education Honor Wall for Exemplary Contributions in Support of Education in 2021.



Fran Wheat

Commissioner - CSEA Appointee has been a resident of Madera for 63 years and attended Madera schools. Fran was appointed to serve as the Classified School Employees Association on December 17, 2018. Fran 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. Fran is married to Tommy Wheat and are blessed with one son who attended and graduated from local schools. Fran is a 20-year retiree from Madera Unified School District.

2022 Loretta Edwards Employee of the Year

KIMBERLEY STICKLER



Linda Tolladay, Science Teacher-Agricultural Lab at Madera Technical Exploration Center nominated Kimberley for going over and beyond the scope of a Special Education Paraprofessional. Kimberley has demonstrated this by always looking out for all students, noticing students who appear to be distressed or sad, and referring them to the teachers and/or the counseling staff for a follow-up. The Ag Lab team simply refers to her as being another teacher, because she is so kind and a huge advocate for students' needs. Kimberley has also worked hard to help support the PBIS system at MadTec. Her involvement with the Tivy Valley Friendship Farm which serves adults and children with special needs is a testament of how much she cares and her willingness to serve as a volunteer in the community.

Classified Quarterly Award Winners

Mona Hayes
Paraprofessional Aide
Special Needs



Andrew Gonzalez
MTHS Head Custodian



Erika Agredano
PRC Assistant

2021/2022 Service with Pride Honorees

35 Years of Service

Hope Espinoza
Mary Jane Falcon
Eddie Murphy
Pete Ramirez

Retirees

Martha Solari
Krystal Souza
Jane Wiebe

**Thank you for your
service and dedication to the
students of Madera Unified!**

30 Years of Service

Anita Delagarza
Mary Saldade

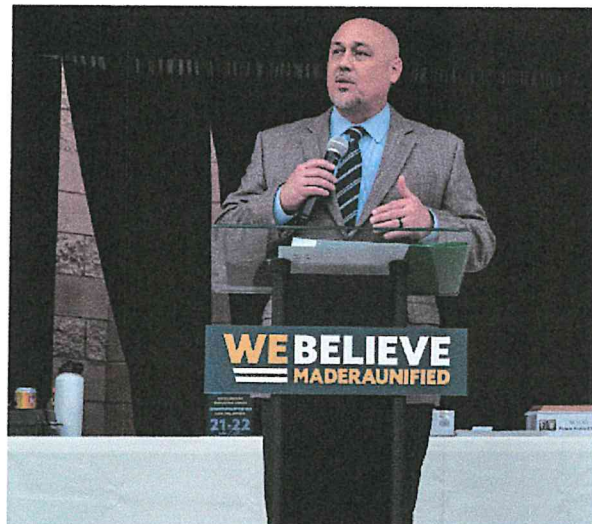
25 Years of Service

Florentino Candelaria
Vivian Franco
Jessica Kelley
Daniel Perez
Guadalupe Perez
Anthony Rieping
Rafael Sanchez
Rosie Vial



20 Years of Services

Catalina Avila
Luis Ayala
Jesse Banda
Cyndi Callicotee
Cheu Cha
Beatrice Contreras
Matida cruz
Lisa Fernandez
Lydia Gallegos
Elvira Gil
Simone Montez
Veronica Mora
Imelda Puentes
Maria Rodriguez
Esther Shinen
Gloria Vander Laan



Recruitment and Selection Data



Examinations

Job Recruitments: 210
Transfer Postings: 105
Supplemental Help: 3
Temporary Pools: 21
Applicants Tested: 815

Number of Applicants for Permanent Positions: 1,783

Certifications Processed

Eligibility Lists Created: 91
Candidates Certified: 608
Certified Hires: 252
Reemployment List: 0
Positions filled by Transfers: 26
Positions filled by Promotion: 112

New Classifications

Acting Choreography/Vocal/Musical Coach
Athletic Trainer
Behavioral Health Supervisor
Behavioral Health Clinician II
Costume & Makeup Design Coach
Full Stack Developer
Lighting or Sound Design Coach
Migrant Student Support Specialist
Parent Resource Center Assistant - Lead
Personnel Specialist - Lead
Piano Accompanist
Pool Maintenance Technician
Production & Business Management Coach
Production Construction & Operations Coach
Scenic Design Coach
Senior District Registrar
Server Administrator
Server Support Specialist
Videographer

2022 Classified Conference



The 3rd annual Classified Conference "Together We Rise" was held at Matilda Torres High School on June 6. The Classified Professional Development Committee put on an amazing day of workshops that included information on employee benefit programs, health and wellness, human resources, leadership, maximizing skills, personal development, and human behavior in an educational environment. We had a keynote speaker, lunch, and concluded the day with multiple raffle prizes donated by our vendors, suppliers, local businesses, and community support members. We had great local media news coverage.



MADERA UNIFIED SCHOOL DISTRICT



Personnel Commission Team



Isabel Barreras
Director of Classified HR



Mary Siegl
Personnel Specialist – Lead



Alejandra Venegas-Chaves
Personnel Specialist

Vicky Zamora
Personnel Technician



Personnel Commission Workshops



The Personnel Commission presented various workshops throughout the year to applicants, staff, and outside community members to educate and assist them when applying at Madera Unified School District.

- **Focusing on Details When Filing an Online Job Application**
- **So I Filed an Application, What's Next?**
- **Sharpen Your Interviewing Skills**

