

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

**AGENDA**  
**Regular Meeting**  
**Wednesday, November 19, 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. Communications**

- A. Presentation of the Classified 1st Quarter Employee Award to Alejandro Murillo, School Bus Driver
- B. Recognition of Service to Commissioner Philip Janzen for 15 years of Service to the Personnel Commission

**5. 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.

**6. 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.

**7. Consent Agenda**

Items listed under the Consent Agenda are considered routine and are typically acted upon by the Commission in a single motion. There is no discussion of these items before the Commission's vote unless a member of the Commission, staff, or the public requests that specific items be considered and discussed separately and removed from the Consent Agenda before the agenda is adopted. 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, October 15, 2025, Regular Meeting

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

1. Paraprofessional Autism - Open Competitive
2. Paraprofessional Special Needs – Open Competitive
3. Secretary - Promotional

**8. New Business**

- A. Consideration and approval of the initial salary placement for V. Moreno, candidate for Secretary-Attendance
- B. Consideration and approval of the initial salary placement for C. Garza, candidate for LVN (Licensed Vocational Nurse)

**9. Information and Reports**

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

**10. Next Regular Personnel Commission Meeting**

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

**11. Suggested Future Agenda Items**

**12. 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.

**13. Closed Session**

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

**14. Reconvene to Open Session**

- A. Report of Actions Taken in Closed Session

**15. Adjournment**



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

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

**Meeting Date:** November 19, 2025

**Agenda Item:**

Consideration and approval of the minutes from Wednesday, October 15, 2025, Regular Meeting

**Agenda Placement:**

Consent

**Background:**

Consideration and approval of the minutes from Wednesday, October 15, 2025, Regular Meeting.

**Recommendation:**

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

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Wednesday, October 15, 2025, at 4:30 p.m.**

The Personnel Commission of the Madera Unified School District convened in a Regular Board Meeting in the District Office Boardroom, 1902 Howard Road, Madera, California, on Wednesday, October 15, 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  
Mary Jane Falcon, Administrative Assistant V

Aprille Meza, Human Resources Officer

There were other employees in attendance.

**4. ADOPTION OF THE AGENDA**

- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve adopting the Agenda. MOTION NO.21 -2025/26.  
Ayes: Commissioners: Hernandez and Wheat  
Noes: None  
Absent: Janzen  
Abstained: None

**5. PUBLIC COMMENT**

- No comments were made regarding open and closed sessions.

**6. CONSENT AGENDA**

- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve adopting the Consent Agenda. MOTION NO. 22 -2025/26.  
Ayes: Commissioners: Hernandez and Wheat  
Noes: None  
Absent: Janzen  
Abstained: None

**7. NEW BUSINESS**

**A. Discuss and approve the Initial Salary Placement for V. Arellano, candidate for Paraprofessional – Special Needs**

- Director Yeager presented a request to place candidate V. Arellano on step 5 of the classified salary schedule range 17 for the position of Paraprofessional – Special Needs.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the initial salary placement request for V. Arredondo, candidate for Paraprofessional – Special Needs at classified range 17, step 5 (\$22.47 hourly rate) of the classified salary schedule. MOTION NO. 23-2025/26, DOCUMENT NO. 15-2025/26.

Ayes: Commissioners: Hernandez and Wheat

Noes: None

Absent: Janzen

Abstained: None

**8. INFORMATION AND REPORTS**

**A. Director's Report**

- Director Yeager reported that the School Personnel Commissioners Association of Northern California Conference will be held this Sunday and Monday. Commissioner Hernandez and Director Yeager will be attending. Commissioner Hernandez has been nominated to serve on the School Personnel Commissioners Association of Northern California's Governing Board.
- Staff participated in the Furman Independent Study College and Career Fair today, providing information about District career opportunities to students and adults in transition. The event was very successful.
- The District has offered an early retirement incentive to classified and certificated employees, with a deadline of November 7, 2025, to indicate participation. Depending on the level of interest, this may result in an increased workload for the Personnel Commission office.

**B. Commissioner's Report**

- None were presented

**9. CLOSED SESSION**

- Commissioner Hernandez opened the Closed session agenda item for Public Comment. No comments were made.
- Commissioner Hernandez adjourned the meeting at 4:39 pm to discuss the following matter:

**A. Public Employee Complaint  
[Government Code Section 54957]**

**10. RECONVENE FROM CLOSED SESSION**

**A. Report of Actions Taken in Closed Session**

- Commissioner Hernandez reconvened the Open Session at 5:19 p.m. and reported that no reportable actions were taken.

**11. NEXT REGULAR PERSONNEL COMMISSION MEETING**

- Wednesday, November 19, 2025, at 4:30 pm

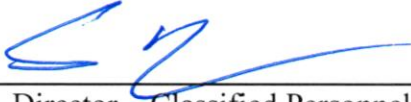
Madera Unified School District Office – Board Room  
1902 Howard Road  
Madera, California 93637

**12. SUGGESTED FUTURE AGENDA ITEMS**

- None were suggested.

**13. ADJOURNMENT**

- Commissioner Hernandez adjourned the regular meeting at 5:20 p.m.



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Scott Yeager, Director – Classified Personnel

Date: October 17, 2025



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

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

**Meeting Date:** November 19, 2025

**Agenda Item:**

Consideration and Approval of the following Eligibility Lists for Open Competitive and Promotional Job Opportunities

**Agenda Placement:**

Consent

**Background:**

The following Eligibility Lists are being presented as a Consent Item. Should any Commissioner wish to discuss a specific list in more detail, it may be pulled from the Consent Agenda for further consideration:

1. Paraprofessional – Autism (Open Competitive)
2. Paraprofessional – Special Needs (Open Competitive)
3. Secretary (Promotional)

**Recommendation:**

Personnel Commission staff recommend approval of the Eligibility Lists as presented.



**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** November 19, 2025

**Agenda Item:**

Consideration and approval of Initial Salary Placement for V. Moreno, candidate for Secretary - Attendance

**Agenda Placement:**

Action

**Background:**

The District has presented the Personnel Commission with a request for an initial salary placement for the Secretary - Attendance candidate (V. Moreno). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 23, Step 5 (\$ 25.20 per hour) of the classified salary schedule.

The candidate brings extensive clerical and office experience, including four years as a Sales Assistant and over seven years in Medical Records, well exceeding the minimum qualification of two years of clerical experience in an office environment.

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, which states that additional qualifying experience beyond that required for entry into the class is limited to no more than one step for each additional two years of qualifying and related experience.

**Recommendation:**

The Personnel Commission recommends approval of the Initial Salary Placement for the Secretary - Attendance candidate (V. Moreno) at Range 23, Step 5 (\$25.20 per hour) of the classified salary schedule.

**No attachment:**



**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** November 19, 2025

**Agenda Item:**

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

**Agenda Placement:**

Action

**Background:**

The District has submitted a request to the Personnel Commission for the initial salary placement of the LVN candidate, C. Garza. The Personnel Commission staff recommends approving the placement at Range 38, Step 7 of the classified salary schedule, corresponding to an hourly rate of \$36.30.

Ms. Garza brings a strong background of directly relevant experience, having completed twenty-two years of work as an LVN in a skilled nursing facility. This level of expertise significantly exceeds the minimum requirement of one to two years of nursing experience, preferably in a school or pediatric care setting. The LVN classification has historically been challenging to recruit for, and we appreciate the continued interest from highly qualified candidates such as Ms. Garza.

This recommended action is supported by the authority of California Education Code sections 45260–45261 and Personnel Commission Rules 8.2.1.1 through 8.2.1.4, which permit initial salary placement based on additional qualifying experience, address recruitment difficulties, and recognize skills and qualifications that make a candidate exceptionally well-qualified.

**Recommendation:**

The Personnel Commission recommends approval of the Initial Salary Placement for C. Garza, Licensed Vocational Nurse candidate, at Range 38, Step 7 (\$36.30 hourly) of the classified salary schedule.

**No attachment:**