

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

**AGENDA
Regular Meeting
Wednesday, December 17, 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. Appointment and Swearing in of Board of Trustees' Appointee– Isabel Barreras**
- 5. Consideration of the Personnel Commission Organization:
2026 Personnel Commission Officers: Chairperson, Vice-Chairperson, and Secretary**

6. 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.

7. 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.

8. 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, November 19, 2025, Regular Meeting**

- B. Consideration and approval of Eligibility List/s for:
 - 1. Bus Driver – Open Competitive
 - 2. Cafeteria Playground Aide – Open Competitive
 - 3. Library Media Technician – Elementary – Open Competitive
 - 4. Paraprofessional – Special Needs – Open Competitive
 - 5. Paraprofessional Special Needs Preschool – Open Competitive

9. New Business

- A. Discuss and approve the Initial Salary Placement for M. Sanchez, candidate for Paraprofessional - Autism
- B. Discuss and approve the Initial Salary Placement for A. Gaona, candidate for Paraprofessional – Physically Impaired
- C. Consideration and Adoption of the 2026 Personnel Commission Regular Meeting Calendar

10. Information and Reports

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

11. Next Regular Personnel Commission Meeting

Wednesday, January 21, 2026, at 4:30 pm
Madera Unified School District Office – Board Room
1902 Howard Road
Madera, California 93637

12. Suggested Future Agenda Items

13. 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.

14. Closed Session

- A. Public Employee Complaint
[Government Code Section 54957]
- B. Public Employee Performance Evaluation: Director of Classified Personnel
[Government Code Section 54957]

15. Reconvene to Open Session

- A. Report of Actions Taken in Closed Session

16. Adjournment



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 17, 2025

Agenda Item:

Appointment and Swearing in of Board of Trustees' Appointee – Isabel Barreras

Agenda Placement:

Procedural

Background:

The District's Personnel Commission consists of three commissioners who serve staggered three-year terms. The term of the Board of Trustees' appointee expired on December 1, 2025.

At the December 16, 2025, Board of Trustees meeting, it was announced that Isabel Barreras would be appointed as the Board of Trustees' appointee to the Personnel Commission.

Recommendation:

Mrs. Isabel Barreras is recommended to be sworn in as the Board of Trustees' Appointee for a three-year term.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 17, 2025

Agenda Item:

Consideration of MUSD Personnel Commission Organization: Election of Officers

Agenda Placement:

Action

Background:

As stated in Personnel Commission Rule 2.1.5, "At its first regularly scheduled meeting in December of each year, the Commission shall establish a rotation for members to serve as Chairperson and Vice-Chairperson for a period of one (1) year or until such time as their successors are duly elected."

The Commission at this same meeting shall elect the Director of Classified Personnel as Secretary to the Personnel Commission.

Recommendation:

It is recommended that the following officers be considered and elected to serve for the next calendar year.

1. Chairperson – David Hernandez
2. Vice-Chairperson – Fran Wheat
3. Secretary – Scott Yeager



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 17, 2025

Agenda Item:

Consideration and approval of the minutes from Wednesday, November 19, 2025, Regular Meeting

Agenda Placement:

Consent

Background:

Consideration and approval of the minutes from Wednesday, November 19, 2025, Regular Meeting.

Recommendation:

It is recommended that the Personnel Commission approve the minutes from Wednesday, November 19, 2025, Regular Meeting.

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, November 19, 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, November 19, 2025, at 4:30 p.m.

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

- Commissioner Janzen led the flag salute.

3. ROLL CALL

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

- **Roll Call**

The following were in attendance:

Philp Janzen, Personnel Commission Chair

David Hernandez, Personnel Commission Vice-Chair

Fran Wheat, Personnel Commissioner

Scott Yeager, Director – Classified Personnel

Mary Siegl, Personnel Specialist Lead

Mary Jane Falcon, Administrative Assistant V

Joe Aiello, Assistant Superintendent of Human Resources

Ewing Hatfield, Director of Transportation

There were other employees in attendance.

4. COMMUNICATIONS

A. Presentation of the Classified 1st Quarter Employee Award to Alejandro Murillo, School Bus Driver

- Commissioner Janzen presented the Classified 1st Quarter Employee Award. Alejandro Murillo was nominated by Transportation Supervisor Andrew Albonico for his exceptional leadership and quick, decisive action in safely evacuating all students during a recent school bus fire. Director of Transportation Ewing Hatfield accepted the award on behalf of Mr. Murillo.

B. Recognition of Commissioner Philip Janzen for 15 Years of Service to the Personnel Commission

- Commissioner Hernandez presented a 15-year service award to Commissioner Janzen in recognition of his dedicated service on the Personnel Commission. As Commissioner Janzen retires from his role, Commissioner Hernandez expressed appreciation for his steady leadership, integrity, and commitment to the employees, staff, and community of Madera Unified.

5. ADOPTION OF THE AGENDA

- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve adopting the Agenda. MOTION NO. 24 -2025/26.

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

6. PUBLIC COMMENT

- None

7. CONSENT AGENDA

- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve adopting the Consent Agenda. MOTION NO. 25 -2025/26.

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

8. NEW BUSINESS

A. Consideration and approval of the initial salary placement for V. Moreno, candidate for Secretary- Attendance

- Director Yeager presented a request to place candidate V. Moreno, candidate for Secretary- Attendance, on step 5 of the classified salary schedule range 23 for the position of Secretary - Attendance.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the initial salary placement request for V. Moreno, candidate for Secretary – Attendance at classified range 23, step 5 (\$25.20 hourly rate) of the classified salary schedule. MOTION NO. 26-2025/26, DOCUMENT NO. 15-2025/26.

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

B. Consideration and approval of the initial salary placement for C. Garza, candidate for LVN (Licensed Vocational Nurse)

- Director Yeager presented a request to place candidate C. Garza, candidate for LVN (Licensed Vocational Nurse), on step 7 of the classified salary schedule range 38 for the position of LVN.
- It was moved by Commissioner Hernandez and seconded by Commissioner Wheat to approve the initial salary placement request for C. Garza, candidate for LVN at classified range 38, step 7 (\$36.30 hourly rate) of the classified salary schedule. MOTION NO. 27-2025/26, DOCUMENT NO. 16-2025/26.

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

9. INFORMATION AND REPORTS

A. Director's Report

- Director Yeager reported that he attended the School Personnel Commissioners Association of Northern California Conference on October 19th with Commissioner

Hernandez. Commissioner Hernandez was elected and seated to serve on the School Personnel Commissioners Association of Northern California's Governing Board.

- Director Yeager thanked Commissioner Janzen for his many years of service and announced that Isabel Barreras will be taking his place on the Commission. She will be sworn in at the next Personnel Commission meeting.

B. Commissioner's Report

- Commissioner Wheat and Commissioner Hernandez thanked Commissioner Janzen for his years of service and extended their best wishes to him.

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

- None

12. PUBLIC COMMENT FOR CLOSED SESSION ITEMS

- Commissioner Janzen opened the Closed session agenda item for Public Comment.
- No comments were made.

13. CLOSED SESSION

- Commissioner Janzen adjourned the meeting at 4:48 pm to discuss the following matter:

A. Public Employee Complaint
[Government Code Section 54957]

14. RECONVENE TO OPEN SESSION

A. Report of Actions Taken in Closed Session

- Commissioner Janzen reconvened the Open Session at 5:03 p.m. and reported that no reportable actions were taken.

15. ADJOURNMENT

- Commissioner Janzen adjourned the regular meeting at 5:04 p.m.



Scott Yeager, Director – Classified Personnel

Date: December 3, 2025



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 17, 2025

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. Cafeteria Playground Aide – Open Competitive
3. Library Media Technician – Elementary – Open Competitive
4. Paraprofessional – Special Needs – Open Competitive
5. Paraprofessional Special Needs Preschool – 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:

December 17, 2025

Agenda Item:

Consideration and Approval of Initial Salary Placement for M. Sanchez, Candidate for Paraprofessional – Autism

Agenda Placement:

Action

Background:

The Director of Special Services has presented the Personnel Commission with a request for an initial salary placement of M. Sanchez, candidate for Paraprofessional – Autism. The Personnel Commission staff recommends approval to place the candidate with an initial salary placement at Range 28, Step 4 (\$26.34 hourly) of the classified salary schedule.

The candidate has four years of experience as a Behavior Technician and holds a bachelor's degree in Liberal Studies. This exceeds the minimum qualification of one year of experience working with autistic children and completion of 48 units for a nationally accredited college or university. We are encouraged by the continued interest from well-qualified candidates for this hard-to-recruit position.

This recommended 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:

It is recommended that the Personnel Commission approve the initial salary placement for M. Sanchez, Paraprofessional – Autism, at Range 28, Step 4 (\$26.34 hourly) of the classified salary schedule.

No attachment:



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: December 17, 2025

Agenda Item:

Consideration and Approval of Initial Salary Placement for A. Gaona, Candidate for Paraprofessional – Physically Impaired

Agenda Placement:

Action

Background:

The Director of Special Services has presented the Personnel Commission with a request for an initial salary placement of A. Gaona, candidate for Paraprofessional – Physically Impaired. The Personnel Commission staff recommends approval to place the candidate with an initial salary placement at Range 28, Step 4 (\$26.34 hourly) of the classified salary schedule.

Ms. Gaona brings nine years of experience as a Physical Therapy Technician, during which she gained extensive expertise assisting patients with rehabilitation exercises and supporting therapeutic treatment plans. In addition, she has two years and eight months of experience as an after-school tutor through the California Teaching Fellows Program. This exceeds the minimum qualification requirement of one year of experience working with children in a specialized learning environment. Her combined background in physical therapy and academic support equips her with the specialized skills necessary to make a meaningful and immediate contribution to the classroom environment and the students she will serve. We are pleased to continue attracting highly qualified candidates to fill hard-to-recruit positions.

This recommended 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:

It is recommended that the Personnel Commission approve the initial salary placement for A. Gaona, Paraprofessional – Physically Impaired, at Range 28, Step 4 (\$26.34 hourly) of the classified salary schedule.



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: December 17, 2025

Agenda Item:
Consideration and Adoption of the 2026 Personnel Commission Regular Meeting Calendar

Agenda Placement:
Action

Background:
The Personnel Commission will consider and adopt a calendar of meetings for the next year. Regular meetings of the Personnel Commission are typically held on the third Wednesday of the month at 4:30 p.m. in the MUSD Board Room, located at 1902 Howard Road, Madera, CA. However, dates are subject to change.

Recommendation:
It is recommended that the Personnel Commission adopt the proposed meeting dates for the 2026 Personnel Commission Regular Meeting Calendar.

2026 Proposed Regular Meeting Dates
Wednesday, January 21, 2026
Wednesday, February 18, 2026
Wednesday, March 18, 2026
Wednesday, April 15, 2026
Wednesday, May 20, 2026
Wednesday, June 17, 2026
Wednesday, July 15, 2026
Wednesday, August 19, 2026
Wednesday, September 16, 2026
Wednesday, October 21, 2026
Wednesday, November 18, 2026
Wednesday, December 09, 2026

2026 Personnel Commission Meeting Calendar

Regular Meetings are held on the highlighted dates at 4:30 pm at the Madera Unified District Office. Meeting dates and times are subject to change.

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31								29	30	31					26	27	28	29	30		

May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6			1	2	3	4							1	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
31																					30	31					

September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	29	30	31		



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 17, 2025

Agenda Item:

Public Employee Complaint [Government Code Section 54957]

Agenda Placement:

Closed Session



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 17, 2025

Agenda Item:

Public Employee Performance Evaluation: Director of Classified Personnel [Government Code Section 54957]

Agenda Placement:

Closed Session