

MADERA UNIFIED SCHOOL DISTRICT

**Personnel Commission Meeting**  
**AGENDA**

Regular Meeting  
Monday, September 12, 2016  
Madera Unified School District Board Room  
1902 Howard Road, Madera, CA 93637  
5:00 PM – Open Session

**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**

A. 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, come to the podium and state your name and city of residence.

#### **4. Consent Agenda**

Items listed under the consent agenda are considered to be 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. Routine business transactions:**

1. Approve minutes from August 17, 2016 regular meeting
2. Approve Eligibility Lists for : Paraprofessional – Music, Research Evaluation and Assessment Analyst, Paraprofessional , Position Control/Payroll Technician I

#### **5. Old Business**

- A. Discuss and approve revised confidential classified job description – Position Control/Payroll Technician II
- B. Discuss and approve new classified job description – Student Advocate  
Recommend salary rate \$20.24 - \$26.60 per hour

#### **6. New Business**

- A. Discuss and approve new classified job description – Test Administrator CELDT TESTING – Supplemental Help  
Recommend salary rate \$20.00 per hour
- B. Limit the number of candidates advancing to the oral examination for Secretary – Attendance position to the top 12 testing scores

#### **Information and Reports**

**7. Next Regular Personnel Commission Meeting**

Wednesday, October 19, 2016 at 5:00 pm  
Madera Unified School District Office - Board Room  
1902 Howard Road  
Madera, California 93637

**9. Suggested Future Agenda Items**

**10. 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 295 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)