

MADERA UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting
AGENDA

Regular Meeting
Wednesday, November 15, 2017
Madera Unified School District Boardroom
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. Approval of minutes:

1. Approve minutes from Wednesday, October 18, 2017, regular meeting

B. Eligibility Lists:

1. Consideration and approval of Eligibility list for Classroom Aide- Preschool
2. Consideration and approval of Eligibility list for Construction Project Coordinator
3. Consideration and approval of Eligibility list for Office Assistant
4. Consideration and approval of Eligibility list for Paraprofessional Math
5. Consideration and approval of Eligibility list for Paraprofessional-(Dual Language Immersion Program)

5. New Business

A. PUBLIC HEARING

Discussion, consideration and reappointment of Bruce Koch to Personnel Commission as Commissioners' Appointee for term December 1, 2017 - December 1, 2020.

- ##### **B. Approval of reappointment of Bruce Koch to Personnel Commission as Commissioners' Appointee for term December 1,**

2017 – December 1, 2020.

- C. Discuss and approve revised classified job descriptions for
Preschool Program
 - a. Classroom Aide
 - b. Classroom Aide –Preschool
 - c. Preschool Paraprofessional Aide
- D. Discuss and approve revisions to classified confidential job
description – Administrative Support Specialist

7. Information and Reports

- A. Update on Classified Seniority List
- B. Director's Report
- C. Commissioner's Report

8. Next Regular Personnel Commission Meeting

Wednesday, December 13, 2017 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)