

MADERA UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting
AGENDA

Regular Meeting
Wednesday, December 13, 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. **Appointment and Swearing in of Joint Appointee - Bruce Koch**
3. **Consideration of MUSD Personnel Commission Organization: 2018 Personnel Commissioner Officers; Chairperson, Vice- Chairperson, and Secretary**
4. **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.
5. **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.

6. 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, November 15, 2017, Regular Meeting.

B. Consideration and approval of Eligibility Lists for:

1. Administrative Support Specialist-Confidential
2. Behavioral Health Clinician
3. Behavioral Health - Supervisor
4. Relief Bus Driver/Bus Driver
5. Paraprofessional Special Needs
6. School Safety Officer - Lead

5. New Business

- A. Discuss and approve New Classified Job Description for Behavior Analyst and Classified Salary Recommendation
- B. Discuss and approve the Revised Classified Job Description for Licensed Vocational Nurse (LVN)
- C. Discuss and approve the Revised Classified Job Description for School Safety Officer

- D. Discuss and approve the Revised Classified Job Description for School Safety Officer Lead
- E. Discuss and approve the Revised Classified Job Description for Parent Resource Center Assistant
- F. Discuss and approve the Revised Classified Job Description for Spanish Translator – Interpreter
- G. Consideration and Adoption of the 2018 Personnel Commission Regular Meeting Calendar

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, January 24, 2018 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)