

## MADERA UNIFIED SCHOOL DISTRICT

### Personnel Commission Meeting AGENDA

**Regular Meeting**  
**Wednesday, June 20, 2018**  
**Madera Unified School District Boardroom**  
**1902 Howard Road, Madera, CA 93637**  
**4:30 PM – Closed Session, 5:00 PM – Open Session**

**OUR MISSION**  
**Highest Student Achievement**  
**A Safe and Orderly Learning Environment**  
**Financially Sound and Effective Organization**

**1. 4:30 PM: Call to Order Public Meeting- Closed Session Immediately Convened**

Public Hearing for visitors who wish to address the Commission on Closed Session items. Speakers are limited to three (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.

A. Personnel

1. CONFERENCE WITH LEGAL COUNSEL –ANTICIPATED LITIGATION:  
Significant exposure to litigation pursuant to Gov. Code sec. 54956.9 (d) (2) (one case)
2. Public Employee Appointment/Employment Evaluation – Director of Classified Human Resources
3. Adjournment of Closed Session

**2. Reconvene Public Session at 5:00 pm**

**3. Pledge of Allegiance, Opening and Acknowledgement of Visitors and Media**

**4. Closed Session Reportable Actions (Government Code section 54957.1)**

**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 prior to adoption of the agenda.

**6. 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.

## **7. Consent Agenda**

Items listed under the consent agenda are considered 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, May 16, 2018, Regular Meeting.

### **B. Consideration and approval of Eligibility Lists for:**

1. Family Liaison
2. Head Custodian I
3. Maintenance Journeyman - Painter
4. Secretary
5. Technology Trainer

## **8. New Business**

- A. Discuss and approve revised classified job description – Human Resource Technician I
- B. Discuss and approve new classified job description – Human Resource Technician II  
Recommend Classified Salary range 27
- C. Discuss and approve revised classified job description – Human Resource Specialist
- D. Discuss and approve new classified job description – Human Resource Specialist – Lead  
Recommend Classified Salary range 40
- E. Discuss and approve new classified job description Safety and Security Manager  
Recommend Classified Supervisory Salary range 12
- F. Discuss and approve new classified job description – Linkage Foundation Technician  
(Supplemental Help)  
Recommend Supplemental Salary rate at \$20 per hour

## **9. Information and Reports**

- A. Director's Report

B. Commissioner's Report

10. **Next Regular Personnel Commission Meeting**  
Wednesday, July 25, 2018 at 5:00 pm  
Madera Unified School District Office - Board Room  
1902 Howard Road, Madera, California 93637

11. **Suggested Future Agenda Items**

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)