

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

**AGENDA
Special Meeting
Thursday, July 27, 2023
MUSD Conference Room**

4:30 PM Public Meeting

**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. 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. Public Comment

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. Speakers will be recognized by the Chair.

6. New Business

- A. Discuss and approve the extension of the following Promotional Eligibility List for: Senior Executive Assistant to the Superintendent and Board of Trustees

7. 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 294 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)



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: July 27, 2023

Agenda Item:

Discuss and approve the extension of the following Promotional Eligibility List for: Senior Executive Assistant to the Superintendent and Board of Trustees

Agenda Placement:

Action

Background:

The eligibility List for Senior Executive Assistant to the Superintendent and Board of Trustees – Promotional List will expire on 5/18/23.

We have viable candidates remaining on the list for the position of Senior Executive Assistant to the Superintendent and Board of Trustees. Therefore, in order to fill the recent vacancy in the Superintendent's Office; PC staff would like to extend this eligibility list until August 31, 2023. This will expedite the process with filling the open vacancy in a timely manner.

Personnel Commission Rule 6.1.5 Duration of Eligibility Lists; an eligibility list shall be in effect for a period of six months or one year, unless otherwise determined by the Director of Classified Personnel, and may be extended for up to an additional year by the Commission.

Recommendation:

It is recommended that the Personnel Commission approve the extension the Senior Executive Assistant to the Superintendent and Board of Trustees - Promotional eligibility list until August 31, 2023.

No attachment: