

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

AGENDA
Regular Meeting
Wednesday, December 13, 2023
4:30 PM Public Meeting
District Office – Board Room

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. Swearing in of Commissioners' Joint Appointment – David Hernandez**
- 5. Consideration of the Personnel Commission Organization:
2024 Personnel Commission Officers: Chairperson, Vice-Chairperson, and Secretary**

6. 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 before adopting the agenda.

7. Public Comment

Public Hearing for visitors who wish to speak on a subject outside 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. The Chair will recognize speakers.

8. 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 before the Commission's vote unless a member of the Commission, staff, or public requests specific items be considered and discussed separately and removed from the Consent Agenda before adopting 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. Consideration and approval of the minutes from Wednesday, November 15, 2023 Regular Meeting

B. Consideration and approval of Eligibility List/s for:

1. Behavior Analyst - Open/Competitive
2. Bilingual/Biliterate Paraprofessional Aide - Promotional & Open/Competitive
3. Director of Transportation - Open/Competitive
4. Language and Literacy Technician (Spanish Required) - Promotional & Open/Competitive
5. Low Voltage Systems Specialist - Open/Competitive
6. School Safety Dispatcher - Promotional & Open/Competitive
7. School Safety Officer - Open/Competitive

9. New Business

- A. Discuss and approve the Initial Salary Placement for J. Barriga, candidate for Behavioral Analyst
- B. Discuss and approve the Initial Salary Placement for T. Smith, candidate for Scenic Specialist
- C. Discuss and approve the Initial Salary Placement for C. Chapman, candidate for School Safety Officer
- D. Discuss and approve the Initial Salary Placement for J. Pinder, candidate for School Safety Dispatcher
- E. Discuss and approve the Initial Salary Placement for V. Patlan, candidate for School Safety Officer
- F. Discuss and approve the revised job classification of Communications Technician
- G. Discuss and approve the revised job classification of Communications Technician – Spanish Bilingual
- H. Discuss and approve the title change and revisions for the job classification of District Mail Clerk
- I. Discuss and approve the revised job classification of Parent Resource Center Assistant
- J. Discuss and approve the revised job classification of Parent Resource Center Assistant-Lead
- K. Consideration and Adoption of the 2024 Personnel Commission Regular Meeting Calendar
- L. Consideration of MUSD Personnel Commission Organization: Election of Officers

10. Information and Reports

- A. Presentation of the Classified 1st Quarterly Employee Award to Suzana Perez-Cardenas, Millview Elementary School
- B. Director's Report
- C. Commissioner's Report

11. Next Regular Personnel Commission Meeting

Wednesday, January 24, 2024 at 4:30 p.m.
Madera Unified School District Office – Board Room
1902 Howard Road
Madera, California 93637

12. Suggested Future Agenda Items

11. 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 get in touch with 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: December 13, 2023

Agenda Item:
Swearing in of Commissioners' Joint Appointment

Agenda Placement:
Procedural

Background:
The District's Personnel Commission consists of three commissioners who serve staggered three-year terms. The term of the Commissioner's appointee expired on December 1, 2023.

On October 18, 2023, the Commissioners approved David Hernandez as the Commissioners' appointee.

Recommendation:
It is recommended that Mr. David Hernandez be sworn in as the Commissioners' Joint Appointee for another three-year term.