

**MADERA UNIFIED SCHOOL DISTRICT**

**Personnel Commission Meeting**  
**AGENDA**

**Regular Meeting**  
**Thursday, July 25, 2013**  
**Madera Unified School District Board Room**  
**1902 Howard Road, Madera, CA 93637**  
**5:00 PM – Closed Session**  
**5:20 PM – Open Session**

**OUR MISSION**

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

1. **5:00 PM: Call to Order of Public Meeting – Closed Session Immediately Convened**  
Public Hearing for visitors who wish to address the Board on Closed Session  
Items: Speakers seeking to comment on other items are requested to make those  
Comments during the Public Comment portion of the meeting at 5:20 p.m.  
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, any  
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 address.
  - A. **Personnel**
    1. **Public Employee Performance Evaluation – Government Code section 54957 (b) (1)**  
**Title: Human Resources Technician II – Personnel Commission**
  - B. **Adjournment of Closed Session**

**5:20 PM- Public Meeting**

2. **Reconvene Public Session**
3. **Pledge of Allegiance, Opening and Acknowledgement of Visitors and Media**
4. **Closed Session Reportable Actions**
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.

**7. 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. Routine business transactions, annual renewal of programs, bids, agreements, notices of public hearings and proclamations:

- 1. Approve minutes from June 20, 2013 regular meeting
- 2. Approve Eligibility Lists for Administrative Assistant III, Custodian, Health Services Assistant,

**8. New Business**

- A. Discuss and approve new Classified job description – At Risk Student Coordinator
- B. Discuss and approve new Classified Supervisory job description – Human Resources Supervisor

**9. Information and Reports**

- A. Update on Classified seniority list
- B. Personnel Commission Training for District Management – Wednesday, July 31, 2013
- C. Hearing Date- tentative schedule- Monday, August 5, 2013 at 9:00 am

**10. Announcements**

**11. Advance Planning**

**Next Regular Personnel Commission Meeting**

Thursday, August 15, 2013 at 5:30 pm  
Madera Unified School District Boardroom  
1902 Howard Road  
Madera, California 93637

**13. Suggested Future Agenda Items**

**14. 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]