

MADERA UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting
AGENDA

Regular Meeting
Thursday, December 12, 2013
Madera Unified School District Board Room
1902 Howard Road, Madera, CA 93637
5:30 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. 2014 Commission Officers- Rotation of Personnel Commission Officers, PC Rule 2.1.5**
- 3. 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.
- 4. 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 address.
- 5. 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 Wednesday, November 13, 2013 regular meeting
2. Approve Eligibility Lists for: Administrative Assistant II -3.5 hours, Administrative Assistant III – Spanish Skills required , Classroom Aide Preschool, Child Nutrition Assistant II

5. New Business

- A. Discuss and approve revision to minimum qualifications Supervisor –Transportation Operations job description
- B. Discuss and approve new job description- Administrative Support Specialist - Confidential. Forward salary recommendation to Board of Trustees – Confidential Range 3
- C. Discuss and approve new job description – Family Support Specialist. Forward salary recommendation to Board of Trustees – Classified Range 29
- D. Discuss and approve new job description – Licensed Vocational Nurse. Forward salary recommendation to Board of Trustees – Classified Range 31
- E. Discuss and approve new job description – Information Systems Specialist Lead. Forward salary recommendation to Board of Trustees – Classified Range 37
- F. Discuss and approve new job description – Transportation Dispatcher. Forward salary recommendation to Board of Trustees – Classified Range 25
- G. Review and forward salary recommendation to Board of Trustees- Human Resource Supervisor- Create Range 10 in Supervisory Schedule (new)
- H. Discussion and approval of 2014 Personnel Commission Meeting calendar

6. Information and Reports

7. Announcements

California School Personnel Commissioners Association (CSPCA) Annual Conference will be held February 6-9, 2014 in San Jose, CA.

8. Advance Planning

Next Regular Personnel Commission Meeting

Thursday, January 23, 2014 at 5:30 pm
Madera Unified School District Boardroom
1902 Howard Road
Madera, California 93637

9. Suggested Future Agenda Items

10. Adjournment