

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

AGENDA
Regular Meeting
Thursday, May 15, 2025
4:30 PM Public Meeting
District Conference 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. Communications

- A. Presentation of the Classified 3rd Quarter Employee Award to Gloria Ramirez, Executive Administrative Assistant to the Office of the Assistant Superintendent of Leadership.

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 before adopting the agenda.

6. 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.

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 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, April 23, 2025, Regular Meeting

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

1. Cafeteria Playground Aide - Open Competitive
2. Licensed Vocational Nurse (LVN) – Open Competitive
3. Paraprofessional Special Needs - Open Competitive
4. Parent Resource Center Assistant - Open Competitive
5. Student Advocate - Social Emotional/Behavioral - Open Competitive
6. Supervisor – Expanded Learning Programs – Promotional & Open Competitive

8. Old Business

PUBLIC HEARING

- A. Public Hearing of the Proposed 2025-2026 Personnel Commission Budget
- B. Adoption of the 2025-2026 Proposed Personnel Commission Budget

9. New Business

- A. Discuss and approve the Initial Salary Placement for A. Huerta, candidate for Secretary – Attendance

10. Information and Reports

- A. Director's Report
- B. Commissioner's Report

11. Next Regular Personnel Commission Meeting

Wednesday, June 18, 2025 at 4:30 pm
Madera Unified School District Office – Board Room
1902 Howard Road
Madera, California 93637

12. Suggested Future Agenda Items

13. Adjournment



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: May 15, 2025

Agenda Item:

Consideration and approval of the minutes from Wednesday, April 23, 2025, Regular Meeting

Agenda Placement:

Consent

Background:

Consideration and approval of the minutes from Wednesday, April 23, 2025, Regular Meeting.

Recommendation:

It is recommended that the Personnel Commission approve the minutes from Wednesday, April 23, 2025, Regular Meeting.

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, April 23, 2025, at 4:30 p.m.

The Personnel Commission of the Madera Unified School District convened in a Regular Board Meeting in the District Office Boardroom, 1902 Howard Road, Madera, California, on Wednesday, April 23, 2025, at 4:30 p.m.

1. Call to Order

- Commissioner Hernandez called the meeting to order at 4:33 p.m.

2. Pledge of Allegiance

- Commissioner Wheat led the flag salute.

3. Roll Call

- Mary Siegl, Personnel Specialist Lead, took the roll call.
- **Roll Call**

Commissioner Janzen was absent.

The following were in attendance:

David Hernandez, Personnel Commission Vice-Chair

Fran Wheat, Personnel Commissioner

Scott Yeager, Director – Classified Personnel

Mary Siegl, Personnel Specialist Lead

Mary Jane Falcon, Administrative Assistant V

Joe Aiello, Assistant Superintendent of Human Resources

There were other employees in attendance.

4. Adoption of Agenda

- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the adoption of the Agenda. MOTION NO. 39 -2024/25.

Ayes: Commissioners: Hernandez, Wheat

Noes: None

Absent: Janzen

Abstained: None

5. Public Comment

- No comments were made.

6. Consent Agenda

- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the adoption of the Consent Agenda. MOTION NO. 40 -2024/25.

Ayes: Commissioners: Hernandez, Wheat

Noes: None

Absent: Janzen

Abstained: None

7. New Business

A. Discuss and approve the revised job classification for the Family Liaison and Student Attendance Technician.

- Director Yeager presented the proposed changes to the Family Liaison and Student Attendance Technician that the Director of Student Services requested.. The change in reporting structure was recommended due to the positions directly supporting attendance-related matters at various school sites.
- It was moved by Commissioner Wheat and seconded by Commissioner Hernandez to approve the revised job classification for the Family Liaison and Student Attendance Technician. MOTION NO. 41 -2024/25, DOC. NO. 38-2024/25

Ayes: Commissioners: Hernandez, Wheat

Noes: None

Absent: Janzen

Abstained: None

8. Information and Reports

A. Information on the Personnel Commission Proposed Budget for FY 2025-2026

- Director Yeager presented information on the Proposed Personnel Commission Budget for the fiscal year of 2025- 2026. No increases were made to the base budget.
- The 2025-2026 Personnel Commission Proposed Budget will be presented for a Public Hearing and final approval at the May Personnel Commission Meeting.

B. Director's Report

- Director Yeager revealed it was Administrative Assistant Day and thanked Mary Jane Falcon for her excellent job as an Administrative Assistant V to the Personnel Commission office.
- Director Yeager announced that the registration for the Classified Conference has been emailed out, which will be held on Monday, June 9th. This year, we added additional paint classes, which were already filled up within the first day of registration.
- Commission staff attended the Madera County Workforce Job Fair held on Thursday, April 3, 2025. Staff distributed over 200 flyers and information regarding Madera Unified job opportunities.
- Director Yeager is in the process of adding six new applicants to the Teacher Grant program. This will make a total of 16 employees enrolled in the program.
- Director Yeager also reported that he is enrolled and attending the CSPCA Merit Academy.

C. Commissioner's Report

- No reports were given.

9. Next Regular Personnel Commission Meeting

- Commissioner Hernandez shared that he had a conflict with the next meeting day, Wednesday, May 21, 2025. The next Personnel Commission meeting was rescheduled.
- Thursday, May 15, 2025 at 4:30 p.m.
Madera Unified School District Office - Conference Room
1902 Howard Road
Madera, California 93637

10. Suggested Future Agenda Items

- None were suggested.

11. Adjournment

- Commissioner Hernandez adjourned the regular meeting at 4:45 p.m.



Scott Yeager, Director - Classified Personnel

Date: April 29, 2025



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: May 15, 2025

Agenda Item:

Consideration and Approval of the following Eligibility Lists for Open Competitive and Promotional job opportunities

Agenda Placement:

Consent

Background:

Eligibility Lists have been placed on the agenda as a Consent Item. If, for some reason, any Commissioner would like to pull a list for further discussion, it can be done.

1. Cafeteria Playground Aide - Open Competitive
2. Licensed Vocational Nurse (LVN) – Open Competitive
3. Paraprofessional Special Needs - Open Competitive
4. Parent Resource Center Assistant - Open Competitive
5. Student Advocate - Social Emotional/Behavioral - Open Competitive
6. Supervisor – Expanded Learning Programs – Promotional & Open Competitive

Recommendation:

It is recommended that the Personnel Commission approve the Eligibility Lists as presented.



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: May 15, 2025

Agenda Item:

Public Hearing and Adoption of the 2025-2026 Proposed Personnel Commission Budget

Agenda Placement:

Action

Background:

At the previous board meeting, a preliminary budget for the 2024-2025 fiscal year was presented. As done in the past years, the Business Office has computed the figures for the salaries and benefits to include the mandated personnel costs; however, wages and benefits have yet to be finalized.

The current staff members' salaries include longevity amounts projected for the coming year. Health & Welfare benefits amounts typically increase by 3% annually, along with the cost of CALPERS benefits.

This past year, we had slight expense increases for supplies, travel and conference, recruitment/advertisements, and software licenses. The Personnel Commission budget also includes the amount of \$44,000, which is designated for the 2026 Classified Conference.

This is the final draft budget based on a discussion with the District Administration. Per Education Code 45253, the Commission must prepare an annual budget and present it for a public hearing by May 30 each year.

Recommendation:

The Personnel Commission will open the meeting for public comment on the proposed 2025-2026 Budget.

Once the budget is adopted, it will be submitted to the Madera County Superintendent of Schools for approval and presented to the Board of Trustees at a future meeting in June 2025.

2025-26 Unrestricted Budget Allocation

Only enter amounts into the Budget Col (F) Yellow Sections

Diffrence will adjusted to/from Supplies

Department 5260 - PERSONNEL COMM, Resource 00000 - UNRESTRICTED RE	2024/25 Adopted Budget	2024/25 Revised Budget	2024/25 Actuals with Encum	2025/26 budget Col (F)
CLERICAL & OFFI,PERSONNEL/HUMAN	2,732.00	2,732.00	1,351.04	2,732.00
	285.00	828.00	375.21	765.00
Total for Object 3000				
SUPPLIES,PERSONNEL/HUMAN	5,090.00	5,090.00	3,993.10	5,090.00
NON-CAPITALIZED,PERSONNEL/HUMAN	0.00	510.00	504.39	0.00
Computer Hardw,PERSONNEL/HUMAN	0.00	2,900.00	2,335.38	2,900.00
	5,090.00	8,500.00	6,832.87	7,990.00
TRAVEL & CONFER,PERSONNEL/HUMAN	8,000.00	11,400.00	9,852.63	10,000.00
DUES & MEMBERSH,PERSONNEL/HUMAN	3,800.00	3,900.00	3,895.00	3,800.00
MAINTENANCE CON,PERSONNEL/HUMAN	2,000.00	2,000.00	2,000.00	2,000.00
DUPLICATING-D/C,PERSONNEL/HUMAN	0.00	100.00	78.20	100.00
PROFES'L/CONSUL,PERSONNEL/HUMAN	1,000.00	1,000.00	131.18	1,000.00
LEGAL,PERSONNEL/HUMAN	3,000.00	2,000.00	2,000.00	3,000.00
ADVERTISEMNT,PERSONNEL/HUMAN	6,913.00	340.00	0.00	1,413.00
HARDWARE/SOFTWA,PERSONNEL/HUMAN	20,000.00	20,000.00	19,246.82	20,000.00
Total for Object 5000	44,713.00	40,740.00	37,203.83	41,313.00
Total for Department 5260, Resource 00000	52,800.00	52,800.00	45,762.95	52,800.00
Base Budget				
\$52,800.00				

balance section \$0.00

Diffrence will adjusted to/from Supplies

Department 5261 - CLASS CONFERENCE, Resource 00000 - UNRESTRICTED RE	2024/25 Adopted Budget	2024/25 Revised Budget	2024/25 Actuals with Encum	2025/26 budget Col (F)
OTHER CLASSIFIE,OTHER GENERAL A	14,000.00	14,000.00	447.59	14,000.00
	4,200.00	4,200.00	103.81	3,920.00
Total for Object 3000				
SUPPLIES,OTHER GENERAL A	12,800.00	11,800.00	1,157.89	12,800.00
DUPLICATING-D/C,OTHER GENERAL A	1,000.00	1,000.00	0.00	1,000.00
PROFES'L/CONSUL,OTHER GENERAL A	11,000.00	11,000.00	4,470.00	11,000.00
HARDWARE/SOFTWA,OTHER GENERAL A	1,000.00	2,000.00	2,000.00	1,280.00
	13,000.00	14,000.00	6,470.00	26,080.00
Total for Object 5000				
Total for Department 5261, Resource 00000	44,000.00	44,000.00	8,179.29	44,000.00
Base Budget				
\$44,000.00				

balance section \$0.00

Scott Yeager

Principal/Dept Head

05.15.25

Date



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: May 15, 2025

Agenda Item:

Consideration and approval of Initial Salary Placement for A. Huerta, candidate for Secretary- Attendance

Agenda Placement:

Consent

Background:

The District has submitted a request to the Personnel Commission for the initial salary placement of the Secretary-Attendance candidate, A. Huerta. The Personnel Commission staff recommends approving the placement at Range 23, Step 7 of the classified salary schedule, corresponding to an hourly rate of \$26.54.

Ms. Huerta brings a strong background of relevant experience and skills, particularly in roles that demand exceptional communication and administrative capabilities. Her professional history includes six years as an Office Secretary at Madera Hospital and ten years as a Paraprofessional Special Needs Preschool Aide. This extensive experience significantly exceeds the minimum requirement of two years of clerical work in an office setting. Additionally, she holds a bachelor's degree in Liberal Studies, surpassing the minimum educational qualification of a high school diploma or equivalent. We recognize and appreciate the continued interest of candidates with strong qualifications and relevant experience.

This recommended action is submitted under the authority of California Education Code sections 45260–45261 and in accordance with Personnel Commission Rules 8.2.1.1 and 8.2.1.2. Rule 8.2.1.1 allows for initial salary placement based on qualifying experience that exceeds the minimum required for entry into the classification. Rule 8.2.1.2 permits consideration of additional college-level education, beyond the minimum qualifications, at a rate of one salary step for every two years of relevant education.

Recommendation:

The Personnel Commission recommends approval of the Initial Salary Placement for the Secretary – Attendance candidate (A. Huerta) at Range 23, Step 7 (\$26.54 hourly rate) of the classified salary schedule.

No attachment: