

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

**AGENDA  
Regular Meeting  
Monday, December 2, 2024  
4:30 PM Public Meeting  
District 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. Appointment and Swearing-in of CSEA Appointee Fran Wheat**
- 5. Consideration of the Personnel Commission Organization:  
2025 Personnel Commission Officers: Chairperson, Vice-Chairperson, and Secretary**
- 6. Communications**
  - A. Presentation of the Classified 1<sup>st</sup> Quarterly Employee Award to Raymond Fung, Print Shop Technician Lead

**7. 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.

**8. 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.

**9. 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, October 16, 2024, Regular Meeting

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

1. Administrative Assistant V - Promotional
2. Child Nutrition Assistant I – Open Competitive
3. Child Nutrition – Food Handler & Delivery Worker – Open Competitive
4. Child Nutrition Senior Technician – Promotional
5. Classroom Aide Preschool – Level I – Open Competitive
6. College & Career Specialist – Open Competitive
7. Library Media Technician – Elementary School – Open Competitive
8. Paraprofessional Aide – Physically Impaired – Open Competitive/ Promotional
9. School Office Technician – Promotional
10. Secretary Attendance – Promotional
11. Secretary – Department - Promotional

C. Consideration and approval of Initial Salary Placements for:

1. D. Gonzalez-Ochoa-School Bus Driver

**10. New Business**

- A. Discuss and approve the Professional Services Agreement for Boucher Law, PC, for Fiscal Year 2024-2025
- B. Consideration and Adoption of the 2025 Personnel Commission Regular Meeting Calendar

**11. Information and Reports**

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

**12. Next Regular Personnel Commission Meeting**

Wednesday, January 22, 2025 at 4:30 pm  
Madera Unified School District Office – Board Room  
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 get in touch with the Personnel Commission Office at 559-675-4500 extension 298 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 2, 2024

**Agenda Item:**  
Appointment and Swearing in of CSEA Appointee Fran Wheat

**Agenda Placement:**  
Procedural

**Background:**  
The District's Personnel Commission consists of three commissioners who serve staggered three-year terms. The term of the CSEA appointee expired on December 1, 2024.

At the November 8, 2024, Board of Trustees meeting, it was announced that Fran Wheat would be reappointed as the CSEA appointee to the Personnel Commission.

**Recommendation:**  
Ms. Fran Wheat is recommended to be sworn in as the CSEA Appointee for another three-year term.

Attachments: None



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** December 2, 2024

**Agenda Item:**

Consideration of MUSD Personnel Commission Organization: Election of Officers

**Agenda Placement:**

Action

**Background:**

As stated in Personnel Commission Rule 2.1.5, "At its first regularly scheduled meeting in December of each year, the Commission shall establish a rotation for members to serve as Chairperson and Vice-Chairperson for a period of one (1) year or until such time as their successors are duly elected."

The Commission at this same meeting shall elect the Director of Classified Personnel as Secretary to the Personnel Commission.

**Recommendation:**

It is recommended the following officers be considered and elected to serve for the next calendar year.

1. Chairperson – Philip Janzen
2. Vice-Chairperson – David Hernandez
3. Secretary – Scott Yeager



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** December 2, 2024

**Agenda Item:**

Presentation of the Classified 1<sup>st</sup> Quarterly Employee Award to Raymond Fung, Print Shop Technician Lead

**Agenda Placement:**

Communications

**Background:**

The Personnel Commission will present the Classified 1<sup>st</sup> Quarterly Employee Award to Raymond Fung, Purchasing Department

**Recommendation:**

Presentation of the Classified 1<sup>st</sup> Quarterly Employee Award.



## MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

### REGULAR MEETING AGENDA ITEM COVER PAGE

**Meeting Date:** December 2, 2024

**Agenda Item:**

Consideration and approval of the meeting minutes from Wednesday, October 16, 2024, Regular Meeting.

**Agenda Placement:**

Consent

**Background:**

Consideration and approval of the minutes from Wednesday, October 16, 2024, Regular Meeting.

**Recommendation:**

It is recommended that the Personnel Commission approve the minutes from Wednesday, October 16, 2024, Regular Meeting.

**Minutes Record of MUSD Personnel Commission**  
**Regular Meeting held on Wednesday, October 16, 2024 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, October 16, 2024, at 4:30 p.m.

**1. Call to Order**

- Commissioner Wheat called the meeting to order at 4:30 p.m.

**2. Pledge of Allegiance**

- Commissioner Janzen led the flag salute.

**3. Roll Call**

- Mary Jane Falcon, Administrative Assistant V, took the roll call
- **Roll Call**

The following were in attendance:

Fran Wheat, Personnel Commission Chair

Philip Janzen, Personnel Commission Vice-Chair

David Hernandez, Personnel Commissioner

Mary Siegl, Personnel Specialist Lead

Mary Jane Falcon, Administrative Assistant V

Joetta Fleak, Board of Trustees, Area 4

Joe Aiello, Assistant Superintendent of Human Resources

Aprille Meza, Human Resource Officer

Cheri Giddens, CSEA President

There were other employees in attendance.

**4. Adoption of Agenda**

- It was moved by Commissioner Hernandez and seconded by Commissioner Janzen to approve the adoption of the Agenda. MOTION NO. 19 -2024/25.

Ayes: Commissioners: Hernandez, Janzen, and Wheat

Noes: None

Absent: None

Abstained: None

**5. Public Comment**

- No comments were made.

**6. Consent Agenda**

- It was moved by Commissioner Janzen and seconded by Commissioner Hernandez to approve the adoption of the Consent Agenda. MOTION NO. 20 -2024/25.

Ayes:	Commissioners: Hernandez, Janzen, and Wheat
Noes:	None
Absent:	None
Abstained:	None

## 7. New Business

### A. Discuss and approve the proposed new job classification and salary survey recommendation for the Nutritionist.

- Personnel Specialist Lead Mary Siegl presented the new job description for the Nutritionist. This job classification is under the direction of the Director of Child Nutrition. This position will plan, organize, and direct activities and operations of the Nutrition Services programs as needed to support the goals and objectives of the Director in the overall management of the Child Nutrition Services Department. A salary comparison study was conducted, and two districts, Clovis USD and Fresno USD, out of 7 local districts, had a similar position, also titled Nutritionist. Based on the comparison, it was recommended that the position be placed in Salary Range 10 (\$38.53/hour - \$49.16/hour) on the 2024/2025 Classified Supervisory Salary Schedule.
- It was moved by Commissioner Hernandez and seconded by Commissioner Janzen to approve the new job classification, Nutritionist, and recommend the pay range of Classified Supervisory Range 10. MOTION NO. 21 -2024/25, DOC. NO. 21-2024/25

Ayes:	Commissioners: Hernandez, Janzen, and Wheat
Noes:	None
Absent:	None
Abstained:	None

## 8. Information and Reports

### A. Director's Report

- Personnel Specialist Lead Mary Siegl reported that the Commission staff remains busy recruiting to fill this upcoming year's open and new vacancies.
- This morning, PC Staff attended Furman Independent Study's College and Career Fair from 9 am to 12 noon. PC staff provided information on the many Classified positions available through the Madera Unified Personnel Commission and answered questions from the students regarding job qualifications and careers.
- The district has received notification that the Madera Unified School District Classified Professional Development Program has been selected as an official 2024 Golden Bell Award winner. The awards ceremony will occur on Thursday, December 5, 2024, from 5:00 p.m. to 7:30 p.m. at the Anaheim Marriott Hotel during the California School Boards Association (CSBA) Annual conference. Only 2 VIPs from the District will be allowed on stage to accept the award. At this time, Superintendent Todd Lile and former Director – Classified Personnel, Isabel Barreras will be receiving the award. Mary Jane will follow up with Chief Executive Assistant, Liz Soto with the arrangements for Commissioner Hernandez to attend.

## 9. Next Regular Personnel Commission Meeting

- Wednesday, November 20, 2024 at 4:30 p.m.  
Madera Unified School District Office – Board Room  
1902 Howard Road  
Madera, California 93637

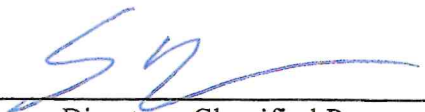


**10. Suggested Future Agenda Items**

- None were suggested.

**11. Adjournment**

- Commission Chair Wheat adjourned the regular meeting at 4:45 p.m.

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Scott Yeager, Director - Classified Personnel

Date: October 23, 2024



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** December 2, 2024

**Agenda Item:**

Consideration and Approval of the following Eligibility Lists for Open Competitive/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. Administrative Assistant V - Promotional
2. Child Nutrition Assistant I – Open Competitive
3. Child Nutrition – Food Handler & Delivery Worker – Open Competitive
4. Child Nutrition Senior Technician – Promotional
5. Classroom Aide Preschool – Level I – Open Competitive
6. College & Career Specialist – Open Competitive
7. Library Media Technician – Elementary School – Open Competitive
8. Paraprofessional Aide – Physically Impaired – Open Competitive/  
Promotional
9. School Office Technician – Promotional
10. Secretary Attendance – Promotional
11. Secretary – Department - Promotional

**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:** December 2, 2024

**Agenda Item:**

Consideration and approval of Initial Salary Placement for D. Gonzalez Ochoa, candidate for School Bus Driver

**Agenda Placement:**

Consent

**Background:**

The Director of Transportation has presented the Personnel Commission with a request for an initial salary placement for the Bus Driver candidate (D. Gonzalez Ochoa). The Personnel Commission staff requests approval to place the candidate with an initial salary placement at Range 30, Step 6 (\$28.72 hourly rate) of the classified salary schedule.

The candidate has twelve years of experience working as a school bus driver. The candidate's work experience far exceeds the minimum qualification of being fully certified as a School Bus Driver and possessing a safe driving record that complies with the restrictions set forth by the California Vehicle Code. MUSD is excited to continue attracting highly qualified candidates for this position.

This recommended proposed action has been compiled as provided under the authority of California Education Code sections 45260-45261 and Personnel Commission Rule 8.2.1.1: for initial salary placement based on additional qualifying experience; and PC Rule 8.2.1.3: difficulty experience in the recruitment of candidates to the vacancy needs of the course.

**Recommendation:**

The Personnel Commission recommends approval of the Initial Salary Placement for the School Bus Driver candidate (D. Gonzalez Ochoa) at Range 30, Step 6 (\$28.72 hourly rate) of the classified salary schedule.

**No attachment:**



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** December 2, 2024

**Agenda Item:**

Discuss and approve the Professional Services Agreement for Boucher Law, PC, for Fiscal Year 2024-2025

**Agenda Placement:**

Action

**Background:**

Professional Services Agreement for Boucher Law, PC will provide services as needed if there is a conflict of interest with the District's legal counsel law firm. The Professional Services Agreement is attached for your review and consideration.

**Recommendation:**

The Personnel Commission is recommended to approve and authorize Director Scott Yeager to sign into an agreement with Boucher Law, PC, for Fiscal Year 2024-2025.

## **AGREEMENT FOR LEGAL SERVICES**

This AGREEMENT FOR LEGAL SERVICES ("Agreement") is entered into by and between MADERA UNIFIED SCHOOL DISTRICT ("Client"), and BOUCHER LAW, PC ("Attorney").

**1. SCOPE AND DUTIES.** Client hires Attorney to provide legal services in connection with labor and employment matters as may be required from time to time by the Client as set forth by this Agreement. Attorney shall provide those legal services reasonably required to represent Client, and shall take reasonable steps to keep Client informed of progress and to respond to Client's inquiries. Client shall be truthful with Attorney, cooperate with Attorney, keep Attorney informed of developments, abide by this Agreement, and timely pay Attorney's fee statements.

**2. ATTORNEY-CLIENT PRIVILEGE.** Confidential communication between the Client and Attorney shall be covered by the attorney-client privilege. As used in this Agreement, "confidential communication" means information transmitted between the Client and Attorney (including any paralegals, legal assistants, litigation support staff, consultants, and sub-consultants working under the direction of Attorney) in the course of the relationship covered by this Agreement and in confidence by a means that, so far as the Client is aware, discloses the information to no third persons other than those who are present to further the interests of the Client in the consultation or those to whom disclosure is reasonably necessary for the transmission of the information or the accomplishment of the purpose for which Attorney is consulted, and includes any legal opinion formed and advice given by Attorney in the course of this relationship. Client agrees not to forward any confidential communication between Client and Attorney to any such third persons without first consulting with Attorney.

In order to provide Client with efficient and convenient legal services, Attorney will frequently communicate and transmit documents using e-mail. Because e-mail continues to evolve, there may be risks communicating in this manner, including risks related to confidentiality and security. By entering into this Agreement, Client is consenting to such e-mail transmissions with Client and Client's representatives and agents.

**3. LEGAL FEES AND BILLING.** Client agrees to pay Attorney for any services provided pursuant to this Agreement at the blended rate of Four Hundred Twenty Five Dollars (\$425.00) per hour for in-house and "of counsel" attorneys, and Three Hundred Twenty Five Dollars (\$325.00) per hour for non-attorney staff (including staff or contract paralegals, legal assistants, litigation support staff, and human resources consultants). Travel time and waiting time shall be charged to Client. An additional surcharge of \$25.00 per hour shall apply for complex matters, including case preparation and attendance at litigation or administrative proceedings, court trials, mediations, arbitrations, administrative hearings, discovery hearings, testifying at trials and hearings, media inquiry and response,

**Agreement for Legal Services Between  
Madera Unified School District and  
Boucher Law, PC**

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and COVID-19 or workplace violence incident case management. A 5% administrative fee shall be included on invoices for any outside attorneys or sub-consultants billed to Client through Attorney.

The above rates, effective January 1, 2025, are subject to change at the Attorney's discretion upon thirty (30) days advance written notice whether directly or by invoice. Attorneys, consultants, and staff bill their time in minimum units of one-tenth (0.10) of an hour. Communications advice (e.g. via telephone, voicemail, e-mail) is billed to a minimum increment of three-tenths (0.30) of an hour. Attorney shall submit monthly to the Client a detailed statement of account for services. Client shall review Attorney's monthly statements for services rendered and costs incurred on a monthly basis, and pay Attorney within thirty (30) days of receipt of the statement.

**4. COSTS AND EXPENSES.** Client shall reimburse Attorney for all reasonable and necessary expenses incurred by Attorney in the performance of the services under this Agreement. Authorized reimbursable expenses shall include, but are not limited to, printing and copying expenses (in-house printing and copies shall be charged at \$0.15 per page for black and white copies, and \$0.50 per page for color copies); mileage expenses at the rate allowed by the Internal Revenue Service; bridge tolls; parking; long distance telephone and facsimile charges; computerized research (e.g. Lexis or Westlaw), including research services performed by Attorney's staff; postage; delivery costs (e.g. courier, overnight and express delivery); court fees; court reporters or transcription fees, including transcripts; deposition and discovery costs, including expert witness fees; travel expenses, including out-of-town transportation, lodging expenses and meals where appropriate; and, other similar costs. At times, Attorney may determine it necessary or appropriate to use one or more outside investigators, consultants, or experts in rendering the legal services required, and Client shall be responsible for paying such fees and charges. Unless other arrangements are made, costs and expenses incurred by Attorney shall be itemized and included as part of the monthly fee statement.

**5. INDEPENDENT CONTRACTOR STATUS.** Attorney shall perform all legal services required under this Agreement as an independent contractor of the Client and shall remain, at all times as to the Client, a wholly independent contractor with only such obligations as are required under this Agreement. Neither the Client, nor any of its employees, shall have any control over the manner, mode or means by which Attorney, its agents or employees, render the legal services required under this Agreement.

**6. CONFLICTS.** Attorney is not presently aware of any conflicts of interest which is adverse to Client. However, Attorney may have past and present clients or may have future clients, which, from time to time, may have interests adverse to Client, and Attorney reserves the right to represent such clients in

**Agreement for Legal Services Between  
Madera Unified School District and  
Boucher Law, PC**

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matters not connected with its representation of Client. If a potential conflict of interest arises in Attorney's representation of two clients, if such conflict is only speculative or minor, Attorney shall seek waivers from each client with regards to such representation. However, if real conflicts exist, Attorney would withdraw from representing either client in the matter, and assist them in obtaining counsel.

**7. DISCHARGE AND WITHDRAWAL.** Client may discharge Attorney at any time. Attorney may withdraw with Client's consent or for good cause or if permitted under the Rules of Professional Conduct of the State Bar of California and/or applicable law. Among the circumstances under which Attorney may withdraw are: (a) with the consent of Client; (b) Client's conduct renders it unreasonably difficult for the Attorney to carry out the employment effectively; and/or (c) Client fails to pay Attorney's fees or costs as required by this Agreement. Notwithstanding Client's discharge or Attorney's withdrawal, Client shall remain obligated to pay Attorney at the agreed rates for all services and expenses provided up through and including the effective date of termination, and for any services requested by Client after the date of termination. Attorney shall also be reimbursed for all costs associated with transitioning any files or other data or documents to a new law firm or returning them to the Client.

**8. DISCLAIMER OF GUARANTEE.** Nothing in this Agreement and nothing in Attorney's statements to Client shall be construed as a promise or guarantee about the outcome of Client's matter. Attorney makes no such promises or guarantees. Attorney's comments about the outcome of the matter are expressions of opinion only, are neither promises nor guarantees, and shall not be construed as promises or guarantees.

**9. CHANGE OR WAIVER.** No change or waiver of any of the provisions of this Agreement shall be effective unless the change or waiver is in writing and signed by all parties.

**10. PROFESSIONAL LIABILITY INSURANCE.** Attorney maintains professional liability insurance, subject to a standard deductible.

**11. FILE RETENTION AND DESTRUCTION OF CLOSED FILES.** Attorney maintains electronic records of all Client files and destroys all paper documents related to the matter within seven (7) days after it has been received and preserved digitally. Therefore, clients wishing to receive paper copies of all file documents (including any original documents) shall notify Attorney within seven (7) days of the commencement of the matter. In addition, Attorney uses a cloud computing service with servers located in a facility other than Attorney's office. Most of Attorney's electronic data, including e-mails and documents, are stored in this manner. By entering into this Agreement, Client understands and consents to



**Agreement for Legal Services Between  
Madera Unified School District and  
Boucher Law, PC**

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having communications, documents and information pertinent to the Client's matter stored through such a cloud-based service.

After Attorney's services conclude for the matter, any original documents of which Attorney is required by law to retain will be returned to Client, and Attorney is authorized to retain a digital copy of the case file. The case file includes Client papers and property as defined in Rule 1.16(e) of the California Rules of Professional Conduct. If Client does not request the case file for this matter, Attorney will retain the electronic case file for a period of five (5) years after a matter is closed.

If Client does not request delivery of the case file for a closed matter before the end of the five (5) year period, Attorney shall have no further obligation to retain the case file (in any format, including digitally) and may, at Attorney's discretion, destroy it without further notice to Client.

**12. NO TAX ADVICE.** Attorney has not been retained to provide Client with any tax advice concerning any of the services described in paragraph 1 above. Any documents prepared by Attorney may have specific tax ramifications. To be sure Client understands and is certain of all the potential tax consequences, Client should consult with tax advisors regarding these matters.

**13. COUNTERPARTS, FACSIMILE AND ELECTRONIC SIGNATURE.** This Agreement may be signed in one or more counterparts, each of which shall constitute an original, but all of which together shall be deemed one and the same instrument. This Agreement shall be binding upon the receipt of facsimile signatures or electronic transmittal via e-mail. A copy of a signature shall be deemed equivalent to an original signature, and fax and electronic signatures are equally binding as originals.

**14. GOVERNING LAW.** This Agreement shall be governed by the laws of the State of California.

**15. ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties. This Agreement may be modified by subsequent agreement of the parties only by an instrument in writing signed by both of them.

**16. SEVERABILITY.** If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

**17. ATTORNEY'S FEES.** If any legal action or arbitration or similar proceeding is instituted by either party concerning the payment of the fee charged



**Agreement for Legal Services Between  
Madera Unified School District and  
Boucher Law, PC**

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hereunder, the prevailing party shall be entitled to collect its reasonable attorney's fees in addition to any other relief that party may obtain.

**18. EFFECTIVE DATE AND TERM OF AGREEMENT.** This Agreement will take effect when Client and Attorney have executed it, but its effective date will be retroactive to the date Attorney first performed services. This Agreement shall continue in full force and effect until terminated in accordance with paragraph 7 above. Even if this Agreement does not take effect, Client shall be obligated to pay Attorney the reasonable value of any services Attorney may have performed at the request of Client.


**19. AUTHORITY.** The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that in so executing this Agreement the parties hereto are formally bound to the provisions of this Agreement.

IN WITNESS WHEREOF, the Client and Attorney have executed this Agreement for Legal Services.

MADERA UNIFIED SCHOOL DISTRICT

BOUCHER LAW, PC

By: \_\_\_\_\_  
Scott Yeager, Director - Classified  
Personnel

By: \_\_\_\_\_  
Christopher K. Boucher, President

Date: \_\_\_\_\_

Date: November 1, 2024



**MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**REGULAR MEETING  
AGENDA ITEM COVER PAGE**

**Meeting Date:** December 2, 2024

**Agenda Item:**

Consideration and Adoption of the 2025 Personnel Commission Regular Meeting Calendar

**Agenda Placement:**

Action

**Background:**

The Personnel Commission will consider and adopt a calendar of meetings for the next year. Regular meetings of the Personnel Commission meetings are typically held on the 3<sup>rd</sup> Wednesday of the month at 4:30 p.m., in the MUSD Board Room at 1902 Howard Road, Madera, CA. However, dates are subject to change.

**Recommendation:**

It is recommended that the Personnel Commission adopt the proposed meeting dates for the 2025 Personnel Commission Regular Meeting Calendar.

<b>2025 Proposed Regular Meeting Dates</b>
Wednesday, January 22, 2025
Wednesday, February 19, 2025
Wednesday, March 19, 2025
Wednesday, April 23, 2025
Wednesday, May 21, 2025
Wednesday, June 18, 2025
Wednesday, July 16, 2025
Wednesday, August 20, 2025
Wednesday, September 17, 2025
Wednesday, October 15, 2025
Wednesday, November 19, 2025
Wednesday, December 10, 2025

# 2025 Personnel Commission Meeting Calendar

Regular Meetings are held on the highlighted dates at 4:30 p.m. at the Madera Unified District Office. Meeting dates and times are subject to change.

## January

S	M	T	W	Th	F	S
			1	2	3	4
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## February

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## March

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23	24	25	26	27	28	29
30	31					

## April

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27	28	29	30			

## May

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25	26	27	28	29	30	31

## June

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29	30					

## July

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20	21	22	23	24	25	26
27	28	29	30	31		

## August

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24	25	26	27	28	29	30
						31

## September

S	M	T	W	Th	F	S
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## October

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## November

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						30

## December

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