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

AGENDA
Regular Meeting
Wednesday, September 16, 2026
4:30 PM Public Meeting
District Office Board Room – 1902 Howard Road, Madera, CA 93637
This Meeting will be held at the District Board Room -1902 Howard Road, Madera, CA 93637

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 Loretta Edwards Classified Employee of the Year Award to Lawrence Fernandez, Director of Safety and Security.

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. Consideration and approval of the Minutes from Wednesday, August 19, 2026, Regular Meeting.

B. Consideration and approval of Eligibility List/s for:
    1. Accounting Technician IV - Promotional/Open Competitive
    2. Administrative Assistant VI - Promotional/Open Competitive
    3. Cafeteria/Playground Aide - Open Competitive
    4. Migrant Student & Family Support Specialist - Promotional/Open Competitive
    5. Receptionist - Promotional/Open Competitive
    6. Paraprofessional (Physically Impaired) - Promotional/Open Competitive
    7. School Safety Officer - Open Competitive

8. New Business

A. Consideration and approval of Initial Salary Placement for Vivianne Aguilar, candidate for Paraprofessional – Physically Impaired.
B. Consideration and approval of Initial Salary Placement for Gonzalo Aguilar Torres, candidate for Spanish Translator/Interpreter.
C. Consideration and approval of Initial Salary Placement for Jaziel Ietza Cortes, candidate for Paraprofessional – Special Needs.
D. Consideration and approval of Initial Salary Placement for Monica Guadalupe Gallegos, candidate for Receptionist.
E. Consideration and approval of Initial Salary Placement for Nicole Magano, candidate for School Safety Officer.
F. Consideration and approval of Initial Salary Placement for Erica Villalobos-Toledo, candidate for Paraprofessional – Special Needs Preschool.
G. Consideration to Announce Intended Appointment/Reappointment of Personnel Commissioner.

9. Information and Reports

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

10. Next Regular Personnel Commission Meeting

Wednesday, October 21, 2026, at 4:30 pm
Madera Unified School District Office – Board Room
1902 Howard Road
Madera, California 93637

11. Suggested Future Agenda Items

12. Adjournment

Board Room Accessibility: The Madera Unified School District encourages individuals with disabilities to participate in the public meeting process fully. 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 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: September 16, 2026

Agenda Item:
Consideration and approval of the Minutes from Wednesday, August 19, 2026, Regular Meeting.

Agenda Placement:
Consent

Background:
The Personnel Commission will review and consider approval of the minutes from the Regular Meeting held on Wednesday, August 19, 2026.

Recommendation:
It is recommended that the Personnel Commission approve the minutes from the Regular Meeting held on Wednesday, August 19, 2026.

Attachment: August 19, 2026, Regular Meeting Minutes

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, August 19, 2026, at 4:30 p.m.

The Personnel Commission of the Madera Unified School District convened in a Regular Board Meeting in the District Office Conference Room, 1902 Howard Road, Madera, California, on Wednesday, August 19, 2026, at 4:30 p.m.

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

- Commissioner Wheat led the flag salute.

3. ROLL CALL

- Alejandra Venegas-Chaves, Personnel Specialist - Lead, took the roll call.
  David Hernandez, Personnel Commissioner – Chair, was absent.

  The following individuals were in attendance:
  Fran Wheat, Personnel Commissioner
  Isabel Barreras, Personnel Commissioner

  Jame Yang, Director – Classified Personnel

  Joseph Aiello, Assistant Superintendent, Human Resources
  Kee Vang, Director – Information and Technology Support

  There were other employees in attendance.

4. ADOPTION OF THE AGENDA

- It was moved by Commissioner Barreras and seconded by Commissioner Wheat to approve adopting the Agenda. MOTION NO. 04-2026/27.

Ayes:	Commissioners: Barreras and Wheat
Noes:	None
Absent:	Hernandez
Abstained:	None

5. PUBLIC COMMENT

- Amanda Vela, Senior Human Resources Specialist – Credentials, addressed the Commission regarding minimum qualifications for classified positions. She requested that the Personnel Commission and CSEA consider adding language to job descriptions allowing education and experience to be used interchangeably to satisfy minimum qualifications. She expressed concern that current requirements may exclude otherwise qualified candidates and referenced examples involving the Administrative Assistant VI and Security classifications. Ms. Vela noted that candidates with advanced education or relevant experience, including experience working with students, may be screened out when they do not meet specific experience requirements. She encouraged the Commission and CSEA to review job descriptions to

ensure relevant education, experience, and transferable skills are appropriately considered. She also expressed appreciation for the increased consistency in the recruitment process.

- Director Yang responded that the Personnel Commission Rules does provide for education and experience to substitute for required education or experience, where applicable, and noted that staff are paying close attention and continue to carefully review applicant qualifications. She encouraged candidates who are unsure why they were screened out to contact the department for clarification and assistance with completing their applications. Director Yang also noted that staff are working with department managers to review job descriptions and minimum qualifications to ensure they are clear and accurately reflect departmental needs. She welcomed continued feedback and encouraged applicants to share concerns regarding qualifications so they can be documented and considered during future job description reviews.

6. CONSENT AGENDA

- It was moved by Commissioner Barreras and seconded by Commissioner Wheat to approve adopting the Consent Agenda. MOTION NO. 05-2026/27.

Ayes:	Commissioners: Barreras and Wheat
Noes:	None
Absent:	Hernandez
Abstained:	None

7. NEW BUSINESS

A. Discuss and approve the new job classification specification and salary recommendation for Database & Applications Support Specialist.

- Director Yang presented the new job classification specification for the Database & Applications Support Specialist. The position will provide additional support to the Database Administrator and Full Stack Developer and create a career development pathway for internal staff. PC staff conducted an external salary survey and internal departmental comparison. Due to limited comparable classifications and higher minimum qualifications among similar positions, the department requested more accessible qualifications to address recruitment challenges and support internal development. Based on the duties, qualifications, market data, and internal alignment, PC staff recommend Salary Range 45 ($34.18 to $44.50 per hour). The District and CSEA will negotiate final salary placement.
- It was moved by Commissioner Barreras and seconded by Commissioner Wheat to approve the new job classification specification and salary recommendation for Database & Application Support Specialist. MOTION NO. 06-2026/27, DOCUMENT NO. 02-2026/27.

Ayes:	Commissioners: Barreras, Wheat
Noes:	None
Absent:	Hernandez
Abstained:	None

B. Discuss and approve the Initial Salary Placement for L. Diaz, candidate for Secretary-Attendance.

- Director Yang presented an initial salary placement request from the Principal at Eastin-Arcola Elementary School for Secretary-Attendance candidate L. Diaz, recommending placement at Step 4 of Range 23. Ms. Diaz possesses over eight years of clerical

experience in accounts payable, data management, and office administration, significantly exceeding the classification's minimum requirement of two years of clerical experience in an office environment.

- It was moved by Commissioner Barreras and seconded by Commissioner Wheat to approve the initial salary placement for L. Diaz, candidate for Secretary-Attendance on Step 4 of Range 23 of the classified salary schedule. MOTION NO. 07-2026/27, DOCUMENT NO. 03-2026/27.

  Ayes: Commissioners: Barreras, Wheat
  Noes: None
  Absent: Hernandez
  Abstained: None

C. Discuss and approve the Initial Salary Placement for A. Robles, candidate for Human Resources – Benefits Technician.

- Director Yang presented an initial salary placement request from Assistant Superintendent Joe Aiello for Human Resources – Benefits Technician candidate A. Robles, recommending placement at Step 7 of Range 33. Ms. Robles possesses over 19 years of relevant experience specializing in employee benefits administration, insurance billing, and employee leaves, significantly exceeding the classification's minimum requirements of three years of increasingly responsible experience supporting health and welfare benefits and employee programs. She also holds a Medical Office Assistant & Billing certification.
- It was moved by Commissioner Barreras and seconded by Commissioner Wheat to approve the initial salary placement for A. Robles, candidate for Human Resources – Benefits Technician on Step 7 of Range 33 of the classified salary schedule. MOTION NO. 08-2026/27, DOCUMENT NO. 04-2026/27.

  Ayes: Commissioners: Barreras, Wheat
  Noes: None
  Absent: Hernandez
  Abstained: None

D. Discuss and approve the Initial Salary Placement for M. Storelli, candidate for Licensed Vocational Nurse.

- Director Yang presented an initial salary placement request from the Director of Student Health Services for Licensed Vocational Nurse candidate M. Storelli, recommending placement at Step 4 of Range 38. Ms. Storelli possesses a bachelor’s degree in nursing as well as equivalent to over a year of experience working as an LVN, exceeding the classification's minimum requirements of a High School diploma or equivalent and one to two years of nursing experience, and an LVN license.
- It was moved by Commissioner Barreras and seconded by Commissioner Wheat to approve the initial salary placement for M. Storelli, candidate for Licensed Vocational Nurse on Step 4 of Range 38 of the classified salary schedule. MOTION NO. 09-2026/27, DOCUMENT NO. 05-2026/27.

  Ayes: Commissioners: Barreras, Wheat
  Noes: None
  Absent: Hernandez
  Abstained: None

8. INFORMATION and REPORTS

A. Director's Report

- Director Yang provided a department update, noting that staff continue to train, learn, and identify more effective ways to improve process efficiency. Recruitment activity slowed lightly during the summer; however, the department has seen an increase in recruitment requests and anticipates a busy period ahead for recruitment and testing.
- Director provided an update on the department's Annual Report, noting that staff is working to incorporate additional data and new classified employee highlight sections. Staff anticipates presenting the completed report to the Commission at next month's meeting.
- Director Yang provided an update on the Commissioner's Retreat, noting that additional information will be provided to the Commission as the event approaches. Staff are currently focused on completing the Annual Report, which remains a primary departmental priority.
- Director Yang provided an update on the department's new social media accounts, noting that staff have launched the platforms and shared the department's first recruitment flyer. She recognized Roxy for doing a great job with the flyer. Staff will encourage District employees and the Madera community to follow and share the platforms to increase outreach for recruitment opportunities, events, and upcoming workshops available to District employees and the public.
- Director Yang provided an update on her participation in the District's Leadership Academy conference, noting that she attended several sessions and had the opportunity to connect with District leaders. She described Superintendent Lile as inspirational and impressive. She also participated in Assistant Superintendent Aiello's Q&A session with classified managers, during which she provided information about the Personnel Commission.
- Director Yang acknowledged Commissioner Hernandez's birthday and extended belated birthday wishes to Commissioner Barreras, who also celebrated her birthday earlier in the month.

B. Commissioner's Report

- Commissioner Barreras asked whether the Personnel Commission remains connected with the Madera County Workforce Assistance Center. Personnel Specialist-Lead confirmed that staff continues to maintain the connection and plans to collaborate with Jorge and Eric on future job fairs.
- Commissioner Barreras reported on her attendance at the King Husein ribbon-cutting and appreciated the opportunity to learn more about Mr. Husein's story and his dedication to donating the land for the school. She commended the event and expressed appreciation for being included.

9. NEXT REGULAR PERSONNEL COMMISSION MEETING

- Wednesday, September 16, 2026, 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

- Commissioner Wheat adjourned the regular meeting at 4:56 p.m.

Respectfully submitted,



Jame Yang, Director – Classified Personnel

Date: **09/09/2026**

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

REGULAR MEETING
AGENDA ITEM COVER PAGE

Meeting Date: September 16, 2026

Agenda Item:
Consideration and Approval of the following Eligibility Lists for Promotional and Open Competitive 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. Accounting Technician IV - Promotional/Open Competitive
2. Administrative Assistant VI - Promotional/Open Competitive
3. Cafeteria/Playground Aide - Open Competitive
4. Migrant Student & Family Support Specialist - Promotional/Open Competitive
5. Receptionist - Promotional/Open Competitive
6. Paraprofessional (Physically Impaired) - Promotional/Open Competitive
7. School Safety Officer - 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: September 16, 2026

Agenda Item:
Consideration and approval of Initial Salary Placement for Vivianne Aguilar, candidate for Paraprofessional – Physically Impaired.

Agenda Placement:
Action

Background:
The Director of Special Services has submitted a request to the Personnel Commission for initial salary placement consideration for the Paraprofessional – Physically Impaired candidate, V. Aguilar. Personnel Commission staff recommends placement at Range 28, Step 4 ($28.49 hourly rate) on the classified salary schedule.

The candidate possesses over 8 years of relevant experience serving child care provider responsible for the care, supervision, safety and development of children. Her additional experience exceeds the minimum qualification requirement of one year of experience working with children in a specialized learning environment. Ms. Aguilar's extensive experience, knowledge and expertise will be a valuable asset to the Special Services department and to the district.

This proposed action is submitted pursuant to the authority granted under California Education Code section 45260-45261 and Personnel Commission Rule 8.2.1.1 regarding initial salary placement based on additional qualifying experience.

Recommendation:
Personnel Commission staff recommends approval of the initial salary placement for the Paraprofessional – Physically Impaired candidate, V. Aguilar at Range 28, Step 4 ($28.49 hourly rate) on the classified salary schedule.

No attachments:

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

REGULAR MEETING
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Meeting Date: September 16, 2026

Agenda Item:
Consideration and approval of Initial Salary Placement for Gonzalo Aguilar Torres, candidate for Spanish Translator/Interpreter.

Agenda Placement:
Action

Background:
The Director of Special Services has submitted a request to the Personnel Commission for initial salary placement consideration for the Spanish Translator/Interpreter candidate, G. Aguilar Torres. Personnel Commission staff recommends placement at Range 27, Step 5 ($29.27 hourly rate) on the classified salary schedule.

The candidate possesses over 12 years of relevant experience providing translation and interpretation services in both legal and medical settings. His additional experience exceeds the minimum qualification requirement of two years of experience translating written documents from English to Spanish and providing simultaneous oral interpretation services. Mr. Aguilar Torres' extensive experience, knowledge and expertise will be a valuable asset to the Special Services department and to the district.

This proposed action is submitted pursuant to the authority granted under California Education Code section 45260-45261 and Personnel Commission Rule 8.2.1.1 regarding initial salary placement based on additional qualifying experience.

Recommendation:
Personnel Commission staff recommends approval of the initial salary placement for the Spanish Translator/Interpreter candidate, G. Aguilar Torres at Range 27, Step 5 ($29.27 hourly rate) on the classified salary schedule.

No attachments:

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

REGULAR MEETING
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Meeting Date: September 16, 2026

Agenda Item:
Consideration and approval of Initial Salary Placement for Jaziel Ietza Cortez, candidate for Paraprofessional – Special Needs.

Agenda Placement:
Action

Background:
The Director of Special Services has submitted a request to the Personnel Commission for initial salary placement consideration for the Paraprofessional – Special Needs candidate, J. Cortez. Personnel Commission staff recommends placement at Range 17, Step 5 ($24.30 hourly rate) on the classified salary schedule.

The candidate possesses a bachelor's degree in Education and a master's degree in Educational Innovation along with course work in child development. She also has over 6 years of relevant experience working with children and students with disabilities in educational settings. Her additional education and experience exceed the minimum qualification requirement of having 48 college units, an associate's degree or having passed the local assessment test and one year of experience working with children in a specialized learning environment. Ms. Cortez's extensive education and experience will be a valuable asset to the Special Services department and to the district.

This proposed action is submitted pursuant to the authority granted under California Education Code section 45260-45261 and Personnel Commission Rule 8.2.1.1 regarding initial salary placement based on additional qualifying experience, and Personnel Commission Rule 8.2.1.2 regarding initial salary placement based on additional education.

Recommendation:
Personnel Commission staff recommends approval of the initial salary placement for the Paraprofessional – Special Needs candidate, J. Cortez at Range 17, Step 5 ($24.30 hourly rate) on the classified salary schedule.

No attachments:

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

REGULAR MEETING
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Meeting Date: September 16, 2026

Agenda Item:
Consideration and approval of Initial Salary Placement for Monica Guadalupe Gallegos, candidate for Receptionist.

Agenda Placement:
Action

Background:
Ms. Gallegos, currently serving as a Parent Resource Center Assistant for the District, at Range 18, Step 5 ($24.83 hourly rate), has accepted the position of Receptionist, at Range 14, at Madera High School. Personnel Commission staff reviewed her education and experience history and recommends placement at Range 14, Step 6 ($24.06 hourly rate) on the classified salary schedule.

The candidate possesses over 12 years of relevant clerical experience in various administrative assistant roles and providing office support. Her additional experience exceeds the minimum qualification requirement of six months of experience in an office environment. Ms. Gallegos' extensive experience, knowledge and expertise will be a valuable asset to Madera High School and to the district.

This proposed action is submitted pursuant to the authority granted under California Education Code section 45260-45261 and Personnel Commission Rule 8.2.1.1 regarding initial salary placement based on additional qualifying experience.

Recommendation:
Personnel Commission staff recommends approval of the initial salary placement for the Receptionist candidate, M. Gallegos at Range 14, Step 6 ($24.06 hourly rate) on the classified salary schedule.

No attachments:

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

REGULAR MEETING
AGENDA ITEM COVER PAGE

Meeting Date: September 16, 2026

Agenda Item:
Consideration and approval of Initial Salary Placement for Nicole Magano, candidate for School Safety Officer.

Agenda Placement:
Action

Background:
The Director of Safety and Security has submitted a request to the Personnel Commission for initial salary placement consideration for the School Safety Officer candidate, N. Magano. Personnel Commission staff recommends placement at Range 28, Step 6 ($31.14 hourly rate) on the classified salary schedule.

The candidate possesses a bachelor's degree in Criminal Justice as well as over 8 years of direct experience working with youth as a juvenile probation officer, experience as a social worker in child protective services and student advocate experience. Her additional education and experience exceed the minimum qualification requirement of a high school diploma and two years of experience working with youth and adults in an organized setting as an employee with a focus on law enforcement or security work. Ms. Magano's extensive education and experience will be a valuable asset to the Safety and Security department and to the district.

This proposed action is submitted pursuant to the authority granted under California Education Code section 45260-45261 and Personnel Commission Rule 8.2.1.1 regarding initial salary placement based on additional qualifying experience, and Personnel Commission Rule 8.2.1.2 regarding initial salary placement based on additional education.

Recommendation:
Personnel Commission staff recommends approval of the initial salary placement for the School Safety Officer candidate, N. Magano at Range 28, Step 6 ($31.14 hourly rate) on the classified salary schedule.

No attachments:

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

REGULAR MEETING
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Meeting Date: September 16, 2026

Agenda Item:
Consideration and approval of Initial Salary Placement for Erica Villabos-Toledo, candidate for Paraprofessional – Special Needs Preschool.

Agenda Placement:
Action

Background:
The Director of Special Services has submitted a request to the Personnel Commission for initial salary placement consideration for the Paraprofessional – Special Needs Preschool candidate, E. Villabos-Toledo. Personnel Commission staff recommends placement at Range 28, Step 4 ($28.49 hourly rate) on the classified salary schedule.

The candidate possesses a bachelor's degree in Child Development, she also holds a Child Development Site Supervisor permit and has over 4 years of relevant experience working with preschool-aged children. Her additional education and experience exceed the minimum qualification requirement of having 48 college units, an associate's degree or having passed the local assessment test and one year of experience working with children in a specialized learning environment. Ms. Villalobos-Toledo's extensive education and experience will be a valuable asset to the Special Services department and to the district.

This proposed action is submitted pursuant to the authority granted under California Education Code section 45260-45261 and Personnel Commission Rule 8.2.1.1 regarding initial salary placement based on additional qualifying experience, and Personnel Commission Rule 8.2.1.2 regarding initial salary placement based on additional education.

Recommendation:
Personnel Commission staff recommends approval of the initial salary placement for the Paraprofessional – Special Needs Preschool candidate, E. Villabos-Toledo at Range 28, Step 4 ($28.49 hourly rate) on the classified salary schedule.

No attachments:

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

REGULAR MEETING
AGENDA ITEM COVER PAGE

Meeting Date: September 16, 2026

Agenda Item:
Consideration to Announce Intended Appointment/Reappointment of Personnel Commissioner.

Agenda Placement:
Action

Background:
The Commissioner's appointment is due to expire on December 1, 2026. The incumbent is willing to make himself available for appointment to a new term.

Pursuant to Personnel Commission Rule 2.1.3.3, The Commissioner's Appointment, the following is a summary of the procedures for Commissioner's appointment:

- Within 15 days of notification of the vacancy, the appointee of the Board of Trustees and the appointee of the classified employees shall publicly announce the name of the person they intend to appoint to fill the vacancy. At a Personnel Commission meeting to be held after 30 and within 45 days of the date the Commission publicly announces its candidate. The Commission shall hold a public hearing to provide the public, employees, employee organizations, and members of the Board of Trustees the opportunity to express their views on the qualifications of the person recommended by the Commission for an appointment. The Commission at that time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing.

Recommendation:
It is recommended that the appointee of the Board of Trustees and the appointee of the classified employees publicly announce the name of the person they intend to appoint or reappoint to fill the vacancy.

No attachments: