

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

**AGENDA
Regular Meeting
Thursday, March 19, 2026
4:30 PM Public Meeting
District Board Room – 1902 Howard Road, Madera, 93637
This Meeting will be held at the District Board Room – 1902 Howard Road, Madera, 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. 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.

5. 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.

6. Consent Agenda

Items listed under the Consent Agenda are considered routine and are typically acted upon by the Commission in a single motion. There is no discussion of these items before the Commission's vote unless a member of the Commission, staff, or the public requests that specific items be considered and discussed separately and removed from the Consent Agenda before the agenda is adopted. 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, February 18, 2026, Regular Meeting

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

1. Administrative Assistant V – Promotional /Open Competitive
2. Head Custodian III - Promotional
3. Personnel Specialist Lead – Promotional /Open Competitive

4. Special Services Technician – Promotional
5. Speech and Language Pathologist Assistant – Open Competitive

7. New Business

- A. Consideration and approval of the salary placement for R. Cruz, Candidate for Office Assistant
- B. Consideration and approval of the salary placement for F. Flores, Candidate for Speech and Language Pathologist Assistant (SLPA)
- C. Discuss and approve the revised job classification, Infant and Toddler Care Provider

8. Information and Reports

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

9. Next Regular Personnel Commission Meeting

Wednesday, April 15, 2026, at 4:30 pm
Madera Unified School District Office – Board Room
1902 Howard Road
Madera, California 93637

10. Suggested Future Agenda Items

11. Public Comment on Closed Session Agenda Items

This portion of the meeting is reserved for members of the public to address the Commission on any items listed on the Closed Session agenda. Public comment is limited to three (3) minutes per speaker. The Commission is prohibited by law from taking action on matters not listed on the agenda. The Chair will recognize speakers.

12. Closed Session

- A. Public Employee Complaint
[Government Code Section 54957]
- B. Public Employee Appointment/Employment/Performance Evaluation/Dismissal [Government Code Section 54957]

13. Reconvene From Closed Session

- A. Report of Actions Taken in Closed Session

14. Adjournment



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: March 19, 2026

Agenda Item:
Consideration and approval of the Minutes from Wednesday, February 18, 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, February 18, 2026.

Recommendation:
It is recommended that the Personnel Commission approve the minutes from the Regular Meeting held on Wednesday, February 18, 2026.

Minutes Record of MUSD Personnel Commission
Regular Meeting held on Wednesday, February 18, 2026, at 4:00 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, February 18, 2026, at 4:00 p.m.

1. CALL TO ORDER

- Commissioner Hernandez called the meeting to order at 4:00 p.m.

2. PLEDGE OF ALLEGIANCE

- Commissioner Hernandez led the flag salute.

3. ROLL CALL

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

The following were in attendance:

David Hernandez, Personnel Commissioner - Chair

Fran Wheat, Personnel Commissioner - Vice Chair

Isabel Barreras, Personnel Commissioner

Scott Yeager, Director – Classified Personnel

Mary Siegl, Personnel Specialist Lead

Mary Jane Falcon, Administrative Assistant V

Aprille Meza, Human Resources Officer

Cheri Giddens, CSEA President

There were other employees in attendance.

4. ADOPTION OF THE AGENDA

- It was moved by Commissioner Wheat and seconded by Commissioner Barreras to approve adopting the Agenda. MOTION NO. 37-2025/26.

Ayes: Commissioners: Barreras, Hernandez, and Wheat

Noes: None

Absent: None

Abstained: None

5. CLOSED SESSION

- Commissioner Hernandez opened the Closed session agenda item for Public Comment. No comments were made.
- Commissioner Hernandez adjourned the meeting at 4:02 pm to a Closed session to discuss the following matter:

A. Public Employee Complaint

[Government Code Section 54957]

B. Public Employee Appointment/Employment/Performance Evaluation/Dismissal [Government Code Section 54957]

6. RECONVENE FROM CLOSED SESSION

A. Report of Actions Taken in Closed Session

- Commissioner Hernandez reconvened the Open Session at 4:37 pm and reported that in a 3-0 vote, the Commission has approved the appointment of Mary Siegl to Interim Director of Classified Personnel from April 1, 2026, to June 30, 2026.

7. COMMUNICATIONS

A. Director of Classified Personnel Search Process - Philip Gordillo, Executive Director of the California School Personnel Commissioners Association (CSPCA)

- Philip Gordillo, Executive Director of the California School Personnel Commissioners Association (CSPCA), presented a PowerPoint highlighting the process and timeframe for the search for the new Director of Classified Personnel. The job will be posted through CSPCA's NEOGOV link, and the recruitment will include a Merit Leadership panel and District Advisory Panel.

8. PUBLIC COMMENT

- No comments were made.

9. CONSENT AGENDA

- It was moved by Commissioner Barreras and seconded by Commissioner Wheat to approve adopting the Consent Agenda. MOTION NO. 38 -2025/26.

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

10. NEW BUSINESS

A. Consideration and approval of the initial salary placement for M. Vaca, candidate for Classroom Aide- Preschool Level II

- Director Yeager presented a request to place candidate M. Vaca on step 5 of the classified salary schedule range 19 for the position of Classroom Aide- Preschool Level II.
- It was moved by Commissioner Wheat and seconded by Commissioner Barreras to approve the initial salary placement request for M. Vaca, candidate for Classroom Aide Preschool Level II at classified range 19, step 5 (\$23.320 hourly rate) of the classified salary schedule. MOTION NO. 39-2025/26, DOCUMENT NO. 20-2025/26.

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

B. Consideration and approval of the initial salary placement for R. Longoria, candidate for Paraprofessional – Special Needs

- Director Yeager presented a request to place candidate R. Longoria on step 4 of the classified salary schedule range 17 for the position of Paraprofessional – Special Needs.

- It was moved by Commissioner Barreras and seconded by Commissioner Wheat to approve the initial salary placement request for R. Longoria, candidate for Paraprofessional – Special Needs at classified range 17, step 4 (\$21.53 hourly rate) of the classified salary schedule. MOTION NO. 40-2025/26, DOCUMENT NO. 21-2025/26.

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

11. INFORMATION AND REPORTS

A. Director’s Report

- Director Yeager reported that the Personnel Commission office is currently focused on filling upcoming vacancies resulting from retirements and has developed a three-tier plan to group positions by priority levels.
- Director Yeager also reported meeting with the Classified Directors to provide guidance on addressing future vacancies, including consideration of potential updates to current job descriptions.

B. Commissioner’s Report

- None were presented.

12. NEXT REGULAR PERSONNEL COMMISSION MEETING

- Thursday, March 19, 2026, at 4:30 pm
 Madera Unified School District Office – Board Room
 1902 Howard Road
 Madera, California 93637

13. SUGGESTED FUTURE AGENDA ITEMS

- None were suggested.

14. ADJOURNMENT

- Commissioner Hernandez adjourned the regular meeting at 5:01 p.m.



 Scott Yeager, Director – Classified Personnel

Date: February 19, 2026



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: March 19, 2026

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. Administrative Assistant V – Promotional /Open Competitive
2. Head Custodian III - Promotional
3. Personnel Specialist Lead – Promotional /Open Competitive
4. Special Services Technician – Promotional
5. Speech and Language Pathologist Assistant – 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: March 19, 2026

Agenda Item:
Consideration and approval of Initial Salary Placement for R. Cruz, Candidate for Office Assistant

Agenda Placement:
Consent

Background:

The District has presented the Personnel Commission with a request for an initial salary placement for the Office Assistant candidate, R. Cruz. Personnel Commission staff recommend approval to place the candidate at Range 15, Step 4 (\$20.75 per hour) on the classified salary schedule.

The candidate has an extensive work history, with 8 years and 4 months of clerical and administrative experience with the Department of Social Services. Positions held include Office Assistant I, Office Assistant II, Eligibility Worker I, and Eligibility Worker II. This experience significantly exceeds the minimum six months of office experience required for the classification.

This recommended action is presented under the authority of California Education Code Sections 45260–45261 and Personnel Commission Rule 8.2.1.1, which states that additional qualifying experience beyond the minimum requirements for entry into the class may be credited at a rate of no more than one salary step for each additional two years of qualifying and related experience.

Recommendation:

The Personnel Commission recommends approval of the Initial Salary Placement for the Office Assistant candidate (R. Cruz) at Range 15, Step 4 (\$20.75 hourly rate) of the classified salary schedule.

No attachment:



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: March 19, 2026

Agenda Item:

Consideration and approval of initial salary placement for F. Flores, Candidate for Speech and Language Pathologist Assistant (SLPA)

Agenda Placement:

Consent

Background:

The Director of Special Services has presented the Personnel Commission with a request for an initial salary placement for F. Flores, a candidate for the Speech and Language Pathologist Assistant (SLPA) position. Personnel Commission staff recommends approval to place the candidate at Range 40, Step 4 (\$32.81 per hour), on the classified salary schedule. The candidate has three years of experience as an SLPA in Madera Unified School District through a contracted provider, supporting the district's speech and language program. This experience exceeds the minimum qualification of one year of experience working with children with speech and language disorders.

The candidate holds a Bachelor's Degree in Communicative Disorders, which exceeds the minimum educational requirement of an Associate's Degree for this classification, and is a licensed Speech-Language Pathology Assistant, having completed the SLPA program at California State University, Chico. We are pleased to continue attracting highly qualified candidates to meet the staffing needs of positions that are traditionally difficult to fill within the district.

This recommended action is compiled under the authority of California Education Code Sections 45260–45261 and Personnel Commission Rule 8.2.1, which allows for initial salary placement based on the following: Rule 8.2.1.1 – additional qualifying experience; Rule 8.2.1.2 – additional college-level education beyond the minimum requirements, limited to no more than one step for each two years of related education; Rule 8.2.1.3 – difficulty experienced in recruiting candidates to meet the vacancy needs of the classification; and Rule 8.2.1.4 – additional skills or qualifications that make the candidate especially qualified for the position.

Recommendation:

The Personnel Commission recommends approval of the initial salary placement for the Speech and Language Pathologist Assistant (SLPA) candidate, F. Flores, at Range 40, Step 4 (\$32.81 per hour) on the classified salary schedule.

No attachment:



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: March 19, 2026

Agenda Item:

Discuss and approve the revised job classification for the Infant and Toddler Care Provider.

Agenda Placement:

Action

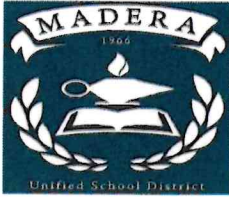
Background:

District Administration has requested a revision to the Infant and Toddler Care Provider job classification. The proposed revisions are reflected in the Knowledge, Skills, and Abilities section and are highlighted in blue. The revisions clarify and expand the qualifications necessary to effectively support program operations, including the ability to communicate with participating families in their home language when applicable. These changes are intended to strengthen family engagement and ensure effective communication between program staff and families served.

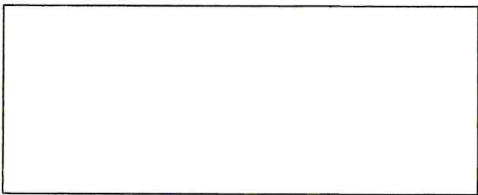
Pursuant to California Education Code Section 45276, the Personnel Commission is responsible for establishing and maintaining the classification plan for the classified service. In accordance with Personnel Commission Rules 3.2.1 through 3.2.5.5 and 3.2.9 (Review of Positions), the Commission reviews and approves the classification of duties for new or revised positions approved by the Board of Trustees. The proposed revisions have been reviewed and are recommended to ensure the job classification accurately reflects the program's current operational needs.

Recommendation:

It is recommended that the Personnel Commission approve the revised job classification for the Infant and Toddler Care Provider as presented.



CLASSIFIED
Job Classification Description
 Equal Employment Opportunity



INFANT AND TODDLER CARE PROVIDER

DEPARTMENT/SITE: District Department or School Site REPORTS TO: Director of Early Childhood Education or Site Teacher	SALARY SCHEDULE: Classified Bargaining Unit SALARY RANGE: 11 WORK CALENDAR: 201 Days FLSA: Non-Exempt
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PURPOSE STATEMENT:

Under the general direction of the Director of Early Childhood Education or Site CalSAFE, the Infant and Toddler Care Provider (ITCP) provides support to the instructional program within an assigned classroom with specific responsibility for supervision and care of infants to toddler-aged children while their parents attend class. The (ITCP), supports the teacher with instructional activities appropriate for the child’s age and development. The incumbents in this classification provide the school community with educational support which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class assists with the care of infant to toddler aged children, which differs from Classroom Aide – Preschool class which work in a preschool classroom, providing support to a certificated teacher.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assists children with personal care and hygiene needs (e.g., diapering toileting, feeding) to maintain health, and cleanliness.
- Assists in redirecting student behavior and controlling conflict situations which develop between students; detects and observes behaviors and tendencies in an early intervention environment.
- Assists the teacher in planning and carrying out activities of the instructional program; maintains effective communication to assure that appropriate instructional goals are implemented and assessed on a regular basis.
- Attends meetings and in-service presentations to acquire and/or convey information.
- Maintains clean and safe classroom for the purpose of creating a comfortable, supportive environment.
- Provides children with a culturally relevant, developmentally appropriate learning environment, which leads to increased social, cognitive, physical, and emotional competence, and development.
- Provides first aid and emergency care as needed in the case of accidents and problems that may arise.
- Supervises children in non-classroom settings (e.g., playground, school grounds, trips to the restroom.)
- Works collaboratively with the Preschool Teacher to provide parenting education when appropriate in the classroom for family literacy.
- Works independently with individuals and small groups of students, including with physical tasks, to meet the needs of students with disabilities.

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Stages of child development
- Methods of motivating and guiding children
- Pertinent software applications

Skills and Abilities to:

- Prepare and maintain accurate records
- Provide direction and leadership
- Communicate with persons of varied backgrounds
- Maintain confidentiality
- Adapt to changing priorities
- *Communicate clearly in English. Also, a second language (usually Spanish) is preferred.*

RESPONSIBILITY:

Responsibilities include working under direct supervision using standardized procedures; providing information and/or advising others. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to affect the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalent **AND** a minimum of 6 units in the field of Child Development/Early Childhood Education (three of the 6 units must be in an infant toddler course).

EXPERIENCE REQUIRED:

One (1) year of work experience in a school or youth organization; or one (1) year of experience in working with pre-school aged children preferred.

LICENSE(S) REQUIRED:

- None required

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Immunizations for influenza, pertussis, measles
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam B through District's provider at District's expense

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- This job is performed in a generally clean and healthy environment
- Indoor and outdoor work subject to inclement weather

- Sitting, walking, and standing for extended periods of time
- Light lifting, carrying, pushing, and/or pulling of classroom objects weighing up to 35 lbs.
- Stooping, kneeling, crouching, and/or crawling to get down to student's level
- Manual dexterity to operate a computer keyboard and handle instructional, art, and play related equipment and objects
- Hearing and speaking to exchange information in person
- Visual acuity, near and far, to see students and read a computer screen



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: March 19, 2026

Agenda Item:
Public Employee Complaint [Government Code Section 54957]

Agenda Placement:
Closed Session



**MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

**REGULAR MEETING
AGENDA ITEM COVER PAGE**

Meeting Date: March 19, 2026

Agenda Item:

Public Employee Appointment/Employment/Performance Evaluation/Dismissal [Government Code Section 54957]

Agenda Placement:

Closed Session