NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission
2985-A Bear Street, Thomas W. Henderson Testing Room, Costa Mesa, CA 92626

September 19, 2019 – 4:00 p.m.

AGENDA

1. OPENING CEREMONIES:

The meeting will open with a silent invocation followed by the Pledge of Allegiance to the flag.

2. ROLL CALL:

Tristan L. Aley, Chairperson _____
Susan G. Meyer, Vice-Chair _____
Kenneth Wayman, Commissioner _____
Kristen M. Clark, Secretary to Personnel Commission _____

3. ADOPTION OF AGENDA:

Recommendation is made that the agenda for September 19, 2019 be adopted as submitted.

Motion by _____, Seconded by ____ Vote _____ DISCUSSION/ACTION

4. APPROVAL OF MINUTES:

Recommendation is made that the minutes of the regular meeting of August 22, 2019 be adopted as submitted.

Motion by _____, Seconded by ____ Vote _____ DISCUSSION/ACTION

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION:

This is an opportunity for employees and the public to address the Commission. The Commission hears the comments and, by Commission policy and in compliance with the Ralph M. Brown Act, is not permitted to respond to items not on the agenda. If appropriate, the personnel director or a member of the director's staff may follow up with the concerns expressed, or schedule the item for a future meeting of the Personnel Commission for discussion and/or action.

When addressing the Commission, please state your name and address for the record.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS:

Recommendation is made that the following vacancy announcement(s) be ratified.

a.	School Registrar II – High School	20-20
b.	School Administrative Assistant – Elementary	21-20
c.	Student Supervision Assistant	22-20
d.	College Guidance Specialist	23-20
e.	Office Assistant Bilingual	24-20
f.	Preschool Site Facilitator	25-20
g.	Director, Purchasing and Warehouse	26-20

Motion by _____, Seconded by ____ Vote _____ DISCUSSION/ACTION

7. CERTIFICATION OF NEW ELIGIBILITY LISTS:

Recommendation is made that the following eligibility list(s) be certified.

a.	School Administrative Assistant – Intermediate	10-20
b.	Supervisor, Transportation Safety and Training	11-20
c.	Instructional Assistant – Behavior Intervention	12-20
d.	Nutrition Services Assistant I	13-20
e.	Custodian	14-20
f.	Instructional Assistant – Technology I	15-20
g.	Office Assistant III	16-20
h.	Office Assistant II	17-20
i.	Bus Driver	18-20
j.	Instructional Assistant – Extended Day Program	19-20
k.	School Registrar I – Middle School	20-20
l.	Nutrition Services Assistant II	21-20
m.	Head Custodian – PROMOTIONAL ONLY	22-20
n.	Instructional Assistant – Behavior Intervention	23-20
o.	Instructional Assistant – Special Education	24-20

Motion by _____, Seconded by ____ Vote _____ DISCUSSION/ACTION

8. PERSONNEL DIRECTOR:

Informal reports; discussion only.

9. NEXT MEETING DATE: _____ TIME: _____

10. ADJOURNMENT: _____ p.m.

All documents referred to in this agenda, not exempt from public disclosure under the California Records Act, are available for public inspection at the Personnel Commission Office located at 2985-A Bear Street, Costa Mesa, CA 92626, online at www.nmusd.us, and at the public meeting of the Personnel Commission.

Any individual with a disability, who requires reasonable accommodation to participate in a Commission meeting, may request assistance by contacting the Personnel Commission Office at 2985-

A Bear Street, Costa Mesa, CA 92626. Phone Number: 714-424-5047, Fax Number: 714-424-7572. Notification not later than noon on the day preceding the Commission meeting will enable the Commission to make reasonable arrangements to assure accessibility to this meeting.