**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

March 24, 2016 – 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-Chairperson | _____ |
| Kenneth Wayman, Commissioner | _____ |
| Kristen M. Clark, Secretary to the Commission | _____ |

### 3. ADOPTION OF AGENDA

Recommendation is made that the agenda for March 24, 2016 be adopted as submitted.

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

### 4. APPROVAL OF MINUTES

Recommendation is made that the minutes of the Regular of February 11, 2016 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. | Facilities Planning Coordinator | 47-16 |
| b. | Director – Facilities Development | 48-16 |
| c. | Accounting Assistant III | 49-16 |
| d. | District Translator | 50-16 |
| e. | Instructional Assistant – COVER – Special Education | 51-16 |
| f. | Campus Security Personnel | 52-16 |

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. | Instructional Assistant I - Technology | 49-16 |
| b. | Instructional Assistant – Special Education | 50-16 |
| c. | Administrative Assistant II | 51-16 |
| d. | Preschool Teacher Assistant | 52-16 |
| e. | Receptionist | 53-16 |
| f. | Preschool Site Facilitator | 54-16 |
| g. | Bus Driver | 55-16 |

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 #: 714-424-5047 – Fax #: 714-424-7572. Notification not later than noon on the day preceding the Commission meeting will enable the district to make reasonable arrangements to assure accessibility to this meeting.