

**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

January 6, 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**

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

**3. ADOPTION OF AGENDA**

Recommendation is made that the agenda for January 6, 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 meeting of November 18, 2015 be adopted as submitted.

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_ Vote \_\_\_\_\_ DISCUSSION/ACTION

Recommendation is made that the minutes of the special meeting of November 19, 2015 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. PUBLIC NOTICE: REORGANIZATION**

### **OATH OF OFFICE**

At this time, prior to the reorganization process, Dana Black, President, Board of Education, will administer the Oath of Office to Mr. Tristan Aley, Personnel Commissioner. The Board of Education approved Mr. Aley as the Joint appointee to the Personnel Commission at its November 18, 2015 Board Meeting. The appointment took effect at noon on December 1, 2015.

### **ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON, PERSONNEL COMMISSION FOR CALENDAR YEAR 2016; PERSONNEL COMMISSION RULE 2.1.2, OFFICERS:**

It is recommended that the members of the Personnel Commission elect the chairperson and vice-chairperson for calendar year 2016.

\_\_\_\_\_, elected Chairperson

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_ Vote \_\_\_\_\_ DISCUSSION/ACTION

\_\_\_\_\_, elected Vice-Chairperson

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_ Vote \_\_\_\_\_ DISCUSSION/ACTION

## **7. RATIFICATION OF VACANCY ANNOUNCEMENTS**

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

- |                                                 |       |
|-------------------------------------------------|-------|
| a. School Administrative Assistant – Elementary | 38-16 |
| b. School/Community Facilitator                 | 39-16 |
| c. Lead School/Community Facilitator            | 40-16 |
| d. Instructional Assistant I – Technology       | 41-16 |

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_ Vote \_\_\_\_\_ DISCUSSION/ACTION

## **8. CERTIFICATION OF NEW ELIGIBILITY LISTS**

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

- |                                                |       |
|------------------------------------------------|-------|
| a. Instructional Assistant – Special Education | 37-16 |
| b. School Attendance Assistant                 | 38-16 |
| c. Health Assistant                            | 39-16 |
| d. Nutrition Services Assistant I              | 40-16 |
| e. Lead Custodian                              | 41-16 |
| f. Head Custodian                              | 42-16 |
| g. Vehicle and Equipment Mechanic              | 43-16 |
| h. Instructional Assistant – Special Education | 44-16 |
| i. Job Coach                                   | 45-16 |

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_ Vote \_\_\_\_\_ DISCUSSION/ACTION

**9. APPROVAL OF CLASSIFICATION MODIFICATIONS: LEAD SCHOOL COMMUNITY FACILITATOR AND SCHOOL COMMUNITY FACILITATOR.**

Based on the needs of the department, it is recommended that the modifications of the job descriptions for the classifications of Lead School Community Facilitator and School Community Facilitator be approved. These modifications have no additional pay allocation.

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_ Vote \_\_\_\_\_ DISCUSSION/ACTION

**10. ANNUAL REPORT**

The Annual Report for 2014 – 2015 is being submitted as an informational item only. It will be available the evening of the Personnel Commission Meeting. INFORMATION ITEM

**11. PERSONNEL DIRECTOR**

Informal reports; discussion only

**12. NEXT MEETING DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**13. CLOSED SESSION**

None Scheduled

**14. 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](http://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.