

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 17, 2015 – 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-Chair	_____
Susan G. Meyer, Commissioner	_____
Kristen M. Clark, Secretary to the Commission	_____

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for September 17, 2015 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 July 23, 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. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

a. Administrative Assistant II	6-16
b. High School Plant Supervisor	7-16
c. Communications and Public Relations Officer	8-16
d. College Guidance Specialist	9-16
e. School Attendance Technician	10-16
f. Mechanics Assistant	11-16
g. Preschool Site Facilitator	12-16
h. Preschool Teacher	13-16
i. Preschool Teacher Assistant	14-16
j. Human Resources Technician	15-16
k. Accounting Assistant III	16-16
l. Bilingual Office Assistant	17-16
m. Custodian	18-16
n. District Translator	19-16
o. Teacher Assistant Bilingual	20-16
p. Grounds Maintenance Worker	21-16
q. Bus Monitor	22-16
r. Job Coach	23-16

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. School Support Secretary	1-16
b. Pre-School Site Facilitator	2-16
c. Office Assistant III	3-16
d. Campus Security Personnel	4-16
e. Assessment Technician	5-16
f. Communications and Public Relations Officer	6-16
g. Instructional Assistant – Extended Day Program	7-16
h. High School Plant Supervisor	8-16
i. Preschool Site Facilitator	9-16
j. Instructional Assistant – Behavior Analysis Interventionist	10-16
k. Administrative Assistant II	11-16
l. Instructional Assistant – Special Education	12-16
m. Instructional Assistant – Extended Day Program	13-16
n. School Attendance Technician	14-16
o. Preschool School Teacher	15-16
p. College Guidance Specialist	16-16
q. Office Assistant II / School Office Assistant - CORRECTED	46-15

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

8. RECOMMENDATION TO CHANGE SALARY RANGE OF THE DIRECTOR OF TRANSPORTATION

It is recommended that the members of the Personnel Commission approve the request of Superintendent Frederick Navarro and Deputy Superintendent & CBO Paul Reed to move the Director of Transportation from the Coordinator range to the Director I range on the management salary schedule.

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

9. PERSONNEL DIRECTOR

Informal reports; discussion only

10. PUBLIC HEARING – JOINT APPOINTEE TO THE PERSONNEL COMMISSION

In accordance with California Education Code 45246(f), the Personnel Commission is providing the public, employees, and employee organizations the opportunity to express their views.

11. NEXT MEETING DATE: _____ **TIME:** _____

12. 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.