NEWPORT-MESA UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission
Regular Meeting of the Personnel Commission
2985-A Bear Street, Classified Personnel Testing Room, Costa Mesa, CA 92626

April 24, 2013 – 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

Thomas W. Henderson, Chairperson	_____
Susan G. Meyer, Vice-Chairperson	_____
Kenneth L. Wayman, Commissioner	_____
Nora A. Roque, Secretary to the Commission	_____

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for April 24, 2013 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 March 21, 2013 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 Office Assistant	40-13
b.	Transportation Dispatcher/Scheduler	41-13

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 – Behavior Analysis Interventionist	46-13
b.	Nutrition Services Coordinator	47-13
c.	Credentials Technician	48-13
d.	Instructional Assistant – Behavior Analysis Interventionist	49-13
e.	Instructional Assistant – Special Education	50-13
f.	Preschool Site Facilitator	51-13

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

8. PROPOSED PERSONNEL COMMISION BUDGET FOR FISCAL YEAR 2013-14

The proposed budget is being presented as an information item only. The public hearing for the Proposed Personnel Commission Budget will be held at the next Personnel Commission Meeting in May. This item will be available to the public at the Personnel Commission Meeting.

9. PERSONNEL DIRECTOR

Informal reports; discussion only

10. CLOSED SESSION

None scheduled

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.