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

November 29, 2012 – 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 L. Wayman, Chairperson	_____
Thomas W. Henderson, Vice-Chairperson	_____
Susan G. Meyer, Commissioner	_____
Nora A. Roque, Secretary to the Commission	_____

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for November 29, 2012 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 October 23, 2012 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.	Instructional Assistant – Technology II	20-13
b.	Director of Nutrition Services	21-13
c.	Lead Custodian	22-13
d.	Workers Compensation Analyst	23-13
e.	Grounds Maintenance Worker	24-13

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.	Teacher Assistant – Amended	18-13
b.	Instructional Assistant – Special Education	20-13
c.	Instructional Assistant – Extended Day Program	21-13
d.	Instructional Assistant – Behavior Analysis Interventionist	22-13
e.	Bilingual Office Assistant	23-13
f.	Risk Management Technician	24-13
g.	Campus Security Personnel	25-13
h.	College Guidance Specialist	26-13
i.	Job Coach	27-13
j.	Lead Custodian	28-13
k.	Credentials Analyst	29-13
l.	Instructional Assistant II – Technology	30-13

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

8. ANNUAL REPORT

The Annual Report for 2011 – 2012 is being submitted as an informational item only. It will be available the evening of the Personnel Commission Meeting. INFORMATION ITEM

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.