

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

December 15, 2011 – 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

Susan G. Meyer, Commissioner _____

Kenneth L. Wayman, Vice-Chairperson _____

Thomas W. Henderson, Commissioner _____

Nora A. Roque, Secretary to the Commission _____

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for December 15, 2011 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 17, 2011 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, Ms. Dana Black, NMUSD Board Member will administer the Oath of Office to Ms. Susan G. Meyer, Personnel Commissioner. The Board of Education approved Ms. Meyer as the CSEA appointee to the Personnel Commission at the October 25, 2011 Board Meeting. The appointment took effect at noon on December 1, 2011.

ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON, PERSONNEL COMMISSION FOR CALENDAR YEAR 2012; 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 2012.

_____, 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. Job Coach 34-12

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. Administrative Assistant II 29-12
b. Auditorium Operations Assistant 30-12

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

9. PERSONNEL DIRECTOR

Informal reports; discussion only

10. CLOSED SESSION

None scheduled

11. NEXT MEETING DATE: _____ TIME: _____

12. ADJOURNMENT _____ p.m.

The members of the Personnel Commission and staff members would like to take this opportunity to welcome Susan Meyer to the Personnel Commission. Light refreshments will be served once the meeting is adjourned..

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.