

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

October 6, 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

Katherine Infantino, Chairperson _____

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 October 6, 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 August 25, 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. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

a. Teacher Assistant - Bilingual	13-12
b. Nutrition Services Assistant II	14-12
c. Office Assistant II	15-12
d. Instructional Assistant I – Technology	16-12
e. Bus Driver Substitutes	17-12
f. Preschool Site Facilitator	18-12
g. Custodian	19-12
h. Health Assistant	20-12
i. Nutrition Services Assistant I	21-12
j. Office Assistant III	22-12
k. Campus Security Personnel	23-12
l. Lead Behavior Analysis Interventionist	24-12
m. Job Developer	25-12
n. School Support Secretary	26-12

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 – Special Education	06-12
b. Delegated Behind the Wheel Trainer	07-12
c. Head Custodian	08-12
d. Instructional Assistant – Behavior Analysis Interventionist - Merged	09-12
e. Job Coach	10-12
f. Instructional Assistant – Extended Day Program	11-12
g. Campus Security Personnel	12-12
h. Instructional Assistant – Special Education	13-12
i. School Administrative Assistant – High School	14-12
j. Preschool Teacher Assistant	15-12
k. Teacher Assistant	16-12
l. Nutrition Services Assistant II	17-12
m. Office Assistant II	18-12
n. Instructional Assistant I – Technology	19-12
o. Nutrition Assistant I	20-12

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

8. PERSONNEL DIRECTOR

Informal reports; discussion only

9. CLOSED SESSION

None Scheduled

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

11. 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.