

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

February 17, 2011 – 4:00 p.m.

AGENDA

The meeting will be called to order by the presiding Chairperson at _____ p.m.

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 February 17, 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 January 13, 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 his 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 announcements be ratified.

- | | | |
|----|---|-------|
| a. | Teacher Assistant Bilingual | 42-11 |
| b. | HVAC-R Technician | 43-11 |
| c. | Health Assistant | 44-11 |
| d. | Preschool Site Facilitator | 45-11 |
| e. | Administrative Assistant – Confidential | 46-11 |
| f. | Teacher Assistant | 47-11 |
| g. | Office Assistant II (Spanish needed) | 48-11 |

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

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Recommendation is made that the following eligibility lists be certified.

- | | | |
|----|-----------------------|-------|
| a. | Library Media Clerk | 36-11 |
| b. | Maintenance Carpenter | 37-11 |
| c. | Office Assistant II | 38-11 |
| d. | Office Assistant III | 39-11 |
| e. | Custodian | 40-11 |

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

8. PERSONNEL DIRECTOR

Informal reports; discussion only

9. CLOSED SESSION

Per Government Code Section 54956.9, subdivision (a), update on existing litigation.
Christian Swanson v. Personnel Commission of the Newport-Mesa Unified School District.

10. NEXT MEETING DATE: _____ ADJOURNMENT _____ P.M.