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 9, 2010 – 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

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

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for December 9, 2010 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 18, 2010 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. PUBLIC NOTICE: REORGANIZATION

At this time, prior to the reorganization process, Ms. Karen Yelsey, 2009 – 2010 President, Board of Education will administer the Oath of Office to Mr. Kenneth Wayman, Personnel Commissioner. Mr. Wayman was approved by the Board of Education as its appointee to the Personnel Commission at the November 9, 2010 Board Meeting. The appointment took effect at noon on December 1, 2010.

ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON, PERSONNEL COMMISSION FOR CALENDAR YEAR 2011; 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 2011.

_____, 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 announcements be ratified.

a.	Coordinator-Administrative Services	34-11
b.	School Registrar	35-11
c.	Library Media Clerk	36-11
d.	Maintenance Carpenter	37-11
e.	Executive Assistant-Confidential	38-11

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

8. CERTIFICATION OF NEW ELIGIBILITY LISTS

Recommendation is made that the following eligibility lists be certified.

a.	Bilingual Office Assistant	25-11
b.	Administrative Assistant II	26-11
c.	Instructional Assistant Extended Day Program	27-11
d.	Instructional Assistant Extended Day Program	28-11
e.	Bus Monitor	29-11

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

10. ANNUAL REPORT

The Annual Report for 2009 – 2010 is being submitted as an informational item only. It will be available the evening of the Personnel Commission Meeting.

INFORMATION ONLY

11. PERSONNEL DIRECTOR

Informal reports; discussion only

11. CLOSED SESSION

None scheduled

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