

NEWPORT-MESA UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission
Regular Meeting of the Personnel Commission
2985-A Bear Street, Personnel Commission Testing Room, Costa Mesa, CA 92626

November 18, 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 November 18, 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 October 21, 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. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

- | | | |
|----|---|-------|
| a. | Head Custodian | 30-11 |
| b. | Office Assistant II | 31-11 |
| c. | Bus Driver Trainee | 32-11 |
| d. | Behavior Analysis Interventionist | 33-11 |
| e. | Instructional Assistant – Special Education | 51-11 |
| f. | College Guidance Specialist - CANCELLED | 52-11 |
| g. | Bus Driver | 53-11 |

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. | Maintenance Painter | 21-11 |
| b. | Nutrition Service Assistant I | 22-11 |
| c. | Executive Director, Human Resources | 23-11 |
| d. | Director, Classified Personnel | 24-11 |
| e. | Bilingual Office Assistant | 25-11 |

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

8. PERSONNEL DIRECTOR

Informal reports; discussion only

9. CLOSED SESSION

None scheduled

10. NEXT MEETING DATE: _____ ADJOURNMENT _____ p.m.