

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

January 21, 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	_____
John R. Caldecott, Secretary to the Commission	_____

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for January 21, 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 December 10, 2009 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. | Instructional Assistant – Applied Behavior Analysis | 22-10 |
| b. | Grounds Maintenance Worker | 26-10 |
| c. | Preschool Site Facilitator | 27-10 |
| d. | Bus Driver Trainee | 28-10 |
| e. | Instructional Assistant – Special Education | 29-10 |
| f. | Senior Systems Engineer | 30-10 |

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

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Recommendation is made that the following eligibility lists be certified.

a.	Job Developer	26-10
b.	Instructional Assistant I – Technology	27-10
c.	School Office Assistant	28-10
d.	Senior Systems Engineer	29-10
e.	Bus Driver	30-10
f.	Integrated Pest Management Specialist	31-10
g.	School Office Assistant	32-10
h.	Lead Grounds Maintenance Worker	33-10
i.	Instructional Assistant – Applied Behavior Analysis	34-10
j.	Vehicle and Equipment Mechanic	35-10
k.	Preschool Site Facilitator	36-10
l.	Instructional Assistant – Special Education	37-10

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

8. APPROVAL OF MODIFICATION OF JOB CLASSIFICATION INSTRUCTIONAL ASSISTANT-APPLIED BEHAVIOR ANALYSIS

Based on the needs of the department, it is recommended that the modification of the job description of Instructional Assistant/Applied Behavior Analysis in the Special Education Department, be approved. This modification has no additional pay allocation.

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

9. PERSONNEL DIRECTOR

Informal reports; discussion only

10. CLOSED SESSION

The following items will be discussed; no action will be taken:
Public employee performance evaluation (Government code §54957)

- I. Staff
- II. Public Employee Discipline
- III. Employer – Employee Relations

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