

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 10, 2009, 3:00 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

Kenneth L. Wayman, Chairperson	_____
Thomas W. Henderson, Vice-Chairperson	_____
Katherine Infantino, Commissioner	_____
John R. Caldecott, Secretary to the Commission	_____

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for December 10, 2009 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 22, 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. PUBLIC NOTICE: REORGANIZATION

At this time, prior to the reorganization process, Ms. Dana Black, 2008-09 President, Board of Education, will administer the Oath of Office to Mr. Thomas Henderson, Personnel Commissioner. Mr. Henderson was reappointed to the Personnel Commission at the October 22nd Personnel Commission meeting by the Board and Union appointees – Mr. Wayman and Ms. Infantino respectively.

ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON, PERSONNEL COMMISSION FOR CALENDAR YEAR 2010; 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 2010.

_____ 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. Senior Systems Engineer | 18-10 |
| b. Instructional Assistant I – Technology | 19-10 |
| c. School Office Assistant | 20-10 |
| d. Bus Driver | 21-20 |

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

8. CERTIFICATION OF NEW ELIGIBILITY LISTS

Recommendation is made that the following eligibility lists be certified.

- | | |
|--|-------|
| a. Health Assistant | 23-10 |
| b. School Office Assistant | 24-10 |
| c. Instructional Assistant – Applied Behavior Analysis | 25-10 |

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

9. ANNUAL REPORT

The Annual Report for 2008-2009 is being submitted as an information item only. It will be available the evening of the Personnel Commission Meeting.

INFORMATION ONLY

10. PERSONNEL DIRECTOR

Informal reports; discussion only

11. 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

12. NEXT MEETING DATE: _____ **ADJOURNMENT** _____ **p.m.**