

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

March 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 March 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 February 17, 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 her 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. Bus Driver Trainee 49-11

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

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Recommendation is made that the following eligibility lists be certified.

- a. Executive Assistant – Confidential 41-11
b. Preschool Site Facilitator 42-11
c. Instructional Assistant – Extended Day Program 43-11
d. Teacher Assistant – Bilingual 44-11
e. HVAC/R Technician 45-11
f. Health Assistant 46-11
g. Office Assistant II 47-11
h. Teacher Assistant 48-11

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

8. PERSONNEL COMMISSION DESIGNATION OF HEARING OFFICER

The Board of Education took action to terminate a classified employee. The employee has requested a hearing. It is requested that the Personnel Commission provide a hearing and recommendation for action. Recommendation is made that the Personnel Commission designate Joseph F. Gentile to serve as hearing officer.

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

9. PERSONNEL DIRECTOR

Informal reports; discussion only

10. CLOSED SESSION

None Scheduled

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