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

June 9, 2011 – 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

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 June 9, 2011 be adopted as submitted.

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

4. APPROVAL OF MINUTES

a. Recommendation is made that the minutes of the regular meeting of May 14, 2011 be adopted as submittesubmitted.

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 the director's 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.	Bus Driver Trainee	58-11
b.	Nutrition Services Supervisor – Promotional Only	59-11
c.	College Guidance Specialist	60-11
d.	Occupational Therapist	61-11
e.	Instructional Assistant – Special Education SUBSTITUTE	62-11

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.	Instructional Assistant – Special Education	55-11
b.	Job Developer	56-11
c.	Welder/Machine Technician	57-11

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

8. APPROVAL OF NEW JOB CLASSIFICATION OF AUTISIM SPECIALIST

Based on the needs of the department, it is recommended that the new classification of Autism Specialist in the Special Education Department with a salary allocation at the Classified Salary Schedule Range 61 be approved.

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.