

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 15, 2005

5:30 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, Commissioner	_____
Kenneth L. Wayman, Vice-Chairperson	_____
Thomas W. Henderson, Commissioner	_____
John R. Caldecott, Secretary to the Commission	_____

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for December 15, 2005 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 November 17, 2005 be approved 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

ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON, PERSONNEL COMMISSION FOR CALENDAR YEAR 2006; PERSONNEL COMMISSION RULE 2.1.2, OFFICERS. It is recommended that the personnel commissioners elect the chairperson and vice chairperson of the personnel commission for calendar year 2006.

_____ elected Chairperson

_____ 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. Credentials Analyst | 51-06 |
| b. Job Developer | 52-06 |
| c. Preschool Site Facilitator | 53-06 |
| d. Health Assistant | 54-06 |
| e. Preschool Teacher | 55-06 |
| f. Delegated Behind the Wheel Trainer | 56-06 |
| g. Custodian | 57-06 |
| h. School/Community Facilitator | 58-06 |
| i. Warehouse Worker III | 59-06 |
| j. Accounting Assistant III | 60-06 |

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

8. CERTIFICATION OF NEW ELIGIBILITY LISTS

Recommendation is made that the following eligibility lists be certified.

- | | |
|-----------------------------------|-------|
| a. Inst. Asst./ Child Care | 57-06 |
| b. Preschool Teacher Assistant | 58-06 |
| c. Student Records Technician | 59-06 |
| d. Inst. Assistant I - Technology | 60-06 |
| e. Bus Driver | 61-06 |
| f. Accounting Assistant III | 62-06 |
| g. Outreach Advocate | 63-06 |
| h. School/Community Facilitator | 64-06 |
| i. Senior Irrigation Specialist | 65-06 |
| j. Inst. Asst./ Special Ed. | 66-06 |

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

9. APPROVAL OF TITLE CHANGE OF INSTRUCTIONAL ASSISTANT/CHILD CARE TO INSTRUCTIONAL ASSISTANT – EXTENDED DAY PROGRAMS AND MODIFICATION OF JOB DESCRIPTION

It is recommended that the members of the Personnel Commission approve the title change of Instructional Assistant/Child Care to Instructional Assistant – Extended Day Programs and that the job description modification be approved as submitted with no change in salary. The position is on the Bargaining Unit Salary Schedule, Range 24.

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

10. APPROVAL OF THE PROPOSED NEW CLASSIFICATION OF LEAD INSTRUCTIONAL ASSISTANT – EXTENDED DAY PROGRAMS

It is recommended that the proposed new classification of Lead Instructional Assistant – Extended Day Programs be approved as submitted and placed on the Bargaining Unit Salary Schedule, Range 28.

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

11. PERSONNEL DIRECTOR
Informal reports; discussion only

12. 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

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