

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
February 28, 2008, 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, Chairperson _____
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 February 28, 2008 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 January 17, 2008 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. School Support Secretary

- b. Maintenance Locksmith 59-08
- c. School Readiness Program Facilitator 60-08
- d. Custodian – Substitute 61-08
- e. Lead Instructional Assistant/Extended Day Programs 62-08

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Recommendation is made that the following eligibility lists be certified.

- a. Instructional Assistant/Special Education 72-08
- b. Instructional Assistant/Extended Day Programs 73-08
- c. Bus Driver 74-08
- d. Lead Instructional Assistant/Extended Day Programs 75-08
- e. Human Resources Technician 76-08
- f. Preschool Teacher 77-08
- g. Accounting Assistant III 78-08

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

8. PERSONNEL DIRECTOR

Informal reports; discussion only

9. CLOSED SESSION

The following items will be discussed; action to follow:
Public employee performance evaluation (Government code §54957)

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

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