

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 20, 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 March 20, 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 February 28, 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. | Grounds Maintenance Worker | 63-08 |
| b. | Library Media Technician | 64-08 |
| c. | District Attendance Technician | 65-08 |
| d. | School Administrative Assistant-Elementary/Intermediate | 66-08 |

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Recommendation is made that the following eligibility lists be certified.

- | | | |
|----|------------------------------------------------------|-------|
| a. | Electronics Technician | 79-08 |
| b. | Lead Instructional Assistant – Extended Day Programs | 80-08 |
| c. | School Support Secretary | 81-08 |
| d. | Instructional Assistant- Extended Day Programs | 82-08 |
| e. | Instructional Assistant/Special Education | 83-08 |

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

8. APPROVAL OF PROPOSED NEW CLASSIFICATION OF INSTRUCTIONAL ASSISTANT – APPLIED BEHAVIOR ANALYSIS

It is recommended that the members of the Personnel Commission approve the proposed new classification of Instructional Assistant – Applied Behavior Analysis and that it be placed on Range 29 of the Bargaining Unit Salary Schedule as presented.

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

9. APPRECIATING CLASSIFIED EMPLOYEES (ACE) VIDEO PRESENTATION FROM THE MAY 2007 EVENT

The video of the Appreciating Classified Employees (ACE) program that was made by CSEA (state level) from May 2007 will be shown.

INFORMATION ONLY

10. PERSONNEL DIRECTOR

Informal reports; discussion only

11. CLOSED SESSION

PERSONNEL COMMISSION AGENDA
March 20, 2008

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

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