

**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

August 21, 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 amended agenda for August 21, 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 July 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 Registrar II – High School | 12-09 |
| b. | Student Records Technician        | 13-09 |
| c. | Office Assistant III              | 14-09 |
| d. | Accounting Assistant III          | 15-09 |

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_

**DISCUSSION/ACTION**

**7. CERTIFICATION OF NEW ELIGIBILITY LISTS**

Recommendation is made that the following eligibility lists be certified.

- |    |   |       |
|----|---|-------|
| a. | Health Assistant                                  | 08-09 |
| b. | Custodian   | 09-09 |
| c. | Library Media Clerk                               | 10-09 |
| d. | Instructional Assistant/Applied Behavior Analysis | 11-09 |
| e. | Preschool Teacher Assistant                       | 12-09 |
| f. | Preschool Site Facilitator                        | 13-09 |
| g. | Preschool Teacher                                 | 14-09 |
| h. | Administrative Assistant II                       | 15-09 |
| i. | Instructional Assistant/Extended Day Programs     | 16-09 |
| j. | Technology Support Technician                     | 17-09 |
| k. | School Office Assistant/Office Assistant II       | 18-09 |

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_

**DISCUSSION/ACTION**

**8. PERSONNEL DIRECTOR**

Informal reports; discussion only

**9. CLOSED SESSION**

The following items will be discussed; no action will be taken:  
Public employee performance evaluation (Government code §54957)

- I. Staff Evaluation - Director of Classified Personnel
- II. Public Employee Discipline
- III. Employer – Employee Relations

**10. NEXT MEETING DATE: \_\_\_\_\_ ADJOURNMENT \_\_\_\_\_ p.m.**