

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
October 20, 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

Mark Soden, Jr., 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 October 20, 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 September 22, 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. RATIFICATION OF VACANCY ANNOUNCEMENTS

Recommendation is made that the following vacancy announcements be ratified.

- | | | |
|----|--|-------|
| a. | School Attendance Assistant | 35-06 |
| b. | Preschool Teacher Assistant | 36-06 |
| c. | School Registrar II | 37-06 |
| d. | School Support Secretary | 38-06 |
| e. | Senior Irrigation Specialist | 39-06 |
| f. | School/Community Facilitator | 40-06 |
| g. | Coordinator of Outreach Advocacy II | 41-06 |
| h. | Outreach Advocate | 42-06 |
| i. | Director of Outreach Advocacy Programs | 43-06 |

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 I - Technology | 35-06 |
| b. | Head Custodian | 36-06 |
| c. | Inst. Asst./ Child Care | 37-06 |
| d. | Inst. Asst./ Special Ed. | 38-06 |
| e. | Office Assistant III | 39-06 |
| f. | Teacher Assistant | 40-06 |
| g. | Teacher Assistant – Bilingual | 41-06 |

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

8. APPROVE THE MODIFICATION OF SENIOR IRRIGATION SPECIALIST JOB CLASSIFICATION

It is recommended that the members of the Personnel Commission approve the modification of the senior irrigation specialist job classification as submitted. There is no change in salary.

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

9. APPROVE NEW PROPOSED JOB CLASSIFICATION OF SPEECH LANGUAGE PATHOLOGY ASSISTANT

It is recommended that the members of the Personnel Commission approve the new proposed job classification of Speech Language Pathology Assistant with the salary being allocated to the Bargaining Unit Schedule, Range 44 as submitted.

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

10. APPROVE NEW PROPOSED JOB CLASSIFICATION OF BUS MONITOR

It is recommended that the members of the Personnel Commission approve the new proposed job classification of Bus Monitor with the salary being allocated to the Bargaining Unit Schedule, Range 25 as submitted.

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

11. APPROVE MODIFICATIONS OF TRANSPORTATION DEPARTMENT JOB CLASSIFICATIONS

It is recommended that the members of the Personnel Commission approve the modifications to the following Transportation Department job classifications as submitted. : The modifications are being made in accordance with state requirements for bus transportation of students. The actual requirements remain the same, but the terminology has been updated to reflect current language used throughout the state. No other changes have been recommended. Bus Driver, Bus Driver Trainee, Bus Driver Trainer, Delegated Behind the Wheel Trainer, Lead Vehicle and Equipment Mechanic, Mechanic's Assistant, School Bus Cover Driver, Transportation Dispatcher/Scheduler, Transportation Operations Supervisor, Transportation Parts Assistant, Vehicle and Equipment Maintenance Supervisor, Vehicle and Equipment Mechanic, and Vehicle Service Attendant.

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

12. PERSONNEL DIRECTOR

Informal reports; discussion only

13. 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

14. NEXT MEETING DATE: _____

ADJOURNMENT _____ p.m.