

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 16, 2006

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

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

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for February 16, 2006 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 19, 2006 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. Health Assistant | 70-06 |
| b. Athletic Equipment Attendant – Female | 71-06 |
| c. College Guidance Specialist | 72-06 |
| d. Benefits Analyst | 73-06 |
| e. Workers’ Compensation Analyst | 74-06 |
| f. Warehouse Worker III – Revised – Extended Apply By Date | 75-06 |
| g. School Support Secretary | 76-06 |

Motion by _____, seconded by _____ Vote _____ DISCUSSION/ACTION

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Recommendation is made that the following eligibility lists be certified.

a. Bus Driver	75-06
b. Vehicle and Equipment Maintenance Supervisor	76-06
c. Preschool Teacher	77-06
d. Accounting Assistant III	78-06
e. Inst. Asst./ Extended Day Programs	79-06
f. Delegated Behind the Wheel Driver	80-06
g. Nutrition Services Assistant I	81-06
h. Teacher Assistant	82-06
i. Job Developer	83-06
j. Teacher Assistant – Bilingual	84-06
k., Inst. Asst./ Special Ed.	85-06

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

10. NEXT MEETING DATE: _____

ADJOURNMENT _____ **p.m.**