

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 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 March 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 February 16, 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. Campus Security Personnel 77-06
- b. Nutrition Services Assistant II 78-06
- c. Preschool Site Facilitator 79-06
- d. Preschool Teacher 80-06
- e. School Office Assistant/Office Assistant II 81-06
- f. Substitute Custodian 82-06
- g. School Attendance Technician 83-06
- h. Payroll Technician 84-06

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

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Recommendation is made that the following eligibility lists be certified.

a. Preschool Teacher Assistant	86-06
b. Credentials Analyst	87-06
c. School Community Facilitator	88-06
d. Bus Monitor	89-06
e. Lead Inst. Asst./ Extended Day Care	90-06
f. Preschool Site Facilitator	91-06
g. Bus Driver	92-06
h. Inst. Asst./ Special Ed.	93-06

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

8. APPROVAL TO MODIFY THE CLASS DESCRIPTION FOR THE POSITION OF SPEECH AND LANGUAGE PATHOLOGY ASSISTANT.

In order to be in compliance with Title 16, California Code of Regulations for Speech-Language Pathology Assistants, the candidates in this classification must be registered by the State of California. This process requires an Associate of Arts degree in this field. There are currently no incumbents in this classification.

It is recommended that the Members of the Personnel Commission approve the modified Education and Experience requirements for this class description as presented. There is no recommended change in salary.

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

9. PERSONNEL DIRECTOR

Informal reports; discussion only

10. 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

11. NEXT MEETING DATE: _____

ADJOURNMENT _____ **p.m.**