

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 28, 2007, 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

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

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for February 28, 2007 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 18, 2007 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. | Nutrition Services Assistant I (Updated Salary added) | 83-07 A |
| b. | Lead Instructional Assistant – Extended Day Programs | 85-07 |
| c. | Health Assistant | 86-07 |
| d. | Grounds Maintenance Worker | 87-07 |
| e. | Maintenance Carpenter | 88-07 |
| f. | Child Care Provider | 89-07 |
| g. | Instructional Assistant – Special Education (Cover) | 90-07 |
| h. | Preschool Teacher | 91-07 |
| i. | School Administrative Assistant – Intermediate/Elementary | 92-07 |

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

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Recommendation is made that the following eligibility lists be certified.

a.	Job Developer	83-07
b.	Payroll Technician	84-07
c.	Inst. Asst./Extended Day Program	85-07
d.	Inst. Asst./ Special Ed.	86-07
e.	Technology Support Technician	87-07
f.	Bus Driver	88-07
g.	Instructional Assistant II Technology	89-07
h.	Preschool Teacher Assistant	90-07
i.	Teacher Assistant/Bilingual – Spanish	91-07
j.	Nutrition Services Supervisor	92-07
k.	Preschool Site Facilitator	93-07
l.	Grounds Maintenance Worker	94-07
m.	Bus Monitor	95-07
n.	School Office Assistant/Office Assistant II	96-07
o.	Office Assistant I	97-07
p.	School Support Secretary	98-07
q.	Nutrition Services Assistant I	99-07
r.	High School Plant Supervisor	100-07

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

8. MODIFICATION OF PERSONNEL COMMISSION RULE 6.2.2.1 - Demotions

This is the second reading of the proposed change in Commission Rule 6.2.2.1. It is recommended that the modification of Personnel Commission Rule 6.2.2.1., be approved as submitted.

“A permanent employee may request voluntary demotion to a vacant position in a class within the same promotional series with a lower maximum salary rate. A permanent employee may request voluntary demotion to a vacant position in a class in a different promotional series with a lower maximum salary rate ~~only~~ if the permanent employee had previously achieved permanency in a class in that promotional series or if the Director finds the qualifications and duties to be sufficiently related. Such requests require the approval of his current department head and that of the head of the department to which he is to be assigned.”

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.