

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 15, 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 March 15, 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 February 28, 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. School Office Assistant/Office Assistant II | 93-07 |
| b. Library Media Clerk | 94-07 |
| c. Lead Custodian | 95-07 |
| d. School Support Secretary | 96-07 |
| e. Payroll Technician | 97-07 |

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

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Recommendation is made that the following eligibility lists be certified.

a.	Executive Assistant – Confidential – Revised Expiration Date	29-07 - A
b.	Instructional Assistant/Special Education (Cover)	101-07
c.	Instructional Assistant/Special Education	102-07
d.	Instructional Assistant/Extended Day Programs	103-07
e.	Office Assistant III	104-07
f.	Teacher Assistant/Bilingual – Spanish	105-07
g.	Child Care Provider	106-07
h.	Teacher Assistant	107-07

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.