

**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  
May 31, 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 May 31, 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 April 26, 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. | Administrative Assistant II                          | 106-07  |
| b. | Director of Facilities Development-Planning & Design | 107-07  |
| c. | Administrative Assistant Confidential                | 108-07  |
| d. | Administrative Assistant Confidential                | 108-07A |
| e. | Occupational Therapist                               | 109-07  |
| f. | Payroll Technician                                   | 110-07  |
| g. | Lead Custodian                                       | 111-07  |

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_

DISCUSSION/ACTION

**7. CERTIFICATION OF NEW ELIGIBILITY LISTS**

Recommendation is made that the following eligibility lists be certified.

a. Payroll Technician	123-07
b. Maintenance Carpenter	124-07
c. Instructional Assistant/Special Education	125-07
d. Instructional Assistant/Extended Day Programs	126-07
e. School Support Secretary	127-07
f. Lead Custodian	128-07
g. Preschool Site Facilitator	129-07
h. Preschool Teacher	130-07
i. Preschool Teacher Assistant	131-07
j. Accounting Assistant II	132-07
k. Accounting Assistant ASB	133-07
l. Library Media Clerk	134-07
m. Health Assistant	135-07

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_

DISCUSSION/ACTION

**8. APPROVE MODIFICATION OF JOB DESCRIPTION FOR OCCUPATIONAL THERAPIST**

It is recommended that the members of the Personnel Commission approve the modification of the job description for Occupational Therapist as presented. There are no changes in the duties or in the salary of the position.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_

DISCUSSION/ACTION

**9. FIRST READING: MODIFICATION OF PERSONNEL COMMISSION RULE AND REGULATION 6.3.4.2, RIGHTS AND BENEFITS (LIMITED TERM) AND 6.3.5.1 AND 6.3.5.2, TERMINATIONS (LIMITED TERM)**

6.3.4.2 All other limited-term employees shall be granted only those benefits provided by law, ~~such as paid holidays and bereavement leave.~~ No seniority or credit toward completion of probation or any other benefit shall accrue from service in a limited-term appointment, except as provided under Paragraph 6.3.4.1 of this rule.

6.3.5.1 Limited-term appointments ~~may~~ shall be discontinued ~~subject to termination~~ at any time based on the needs of the District. ~~except during an assigned shift.~~

6.3.5.2 Limited-term employees may be dismissed without ~~for~~ cause and serve in an at will capacity; ~~which cause shall be made known to them and to the Director of Classified Personnel in writing.~~ The Director of Classified Personnel may remove the employee's name from the special list for limited-term appointments, if appropriate. ~~his investigation supports such an action.~~

**INFORMATION ONLY**

**10. ADOPT PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2007-08**

The Personnel Commission Budget for Fiscal Year 2007-08 is being presented for adoption by the Members of the Personnel Commission. The proposed budget was presented on April 26, 2007, as an information item.

It is recommended that the Members of the Personnel Commission adopt the Personnel Commission Budget for the fiscal year 2007-08 as presented.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_

**DISCUSSION/ACTION**

**11. PERSONNEL DIRECTOR**

Informal reports; discussion only

**12. 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

**13. NEXT MEETING DATE: \_\_\_\_\_ ADJOURNMENT \_\_\_\_\_ p.m.**