

**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  
September 20, 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 September 20, 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 August 22, 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. | Campus Security Personnel - Male                     | 28-08 |
| b. | Campus Security Personnel - Female                   | 29-08 |
| c. | Maintenance and Operations Manager (Building Trades) | 30-08 |
| d. | Grounds Maintenance Worker                           | 31-08 |
| e. | Electronics Technician                               | 32-08 |
| f. | Executive Assistant - Confidential                   | 33-08 |
| g. | Library Media Clerk                                  | 34-08 |

- h. Grounds Equipment Operator 35-08
- i. Grounds Equipment Operator (Class B license added) 35-08 A
- j. Job Coach 36-08
- k. School Community/Facilitator 37-08

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

DISCUSSION/ACTION

**7. CERTIFICATION OF NEW ELIGIBILITY LISTS**

Recommendation is made that the following eligibility lists be certified.

- a. Instructional Assistant – Extended Day Programs 20-08
- b. Instructional Assistant – Special Education 21-08
- c. Accompanist 22-08
- d. Web Developer I 23-08
- e. Bus Driver 24-08
- f. Occupational Therapist 25-08
- g. Teacher Assistant 26-08
- h. Office Assistant III 27-08
- i. School Administrative Assistant - Elementary/Intermediate 28-08
- j. Child Care Provider 29-08
- k. Bus Monitor 30-08
- l. Maintenance Carpenter 31-08
- m. Head Custodian 32-08
- n. School Attendance Technician 33-08

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

DISCUSSION/ACTION

**8. APPROVE THE MODIFICATION OF LICENSE REQUIREMENT FOR THE CLASSIFICATION OF GROUNDS EQUIPMENT OPERATOR**

It is recommended that the modification of the license requirements for the classification of Grounds Equipment Operator be approved to include a Class B license which is to be obtained within the first ninety (90) days of employment with no 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.**