

**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  
December 5, 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 December 5, 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 October 30, 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. PUBLIC NOTICE: REORGANIZATION**

At this time, prior to the reorganization process, Mr. Caldecott, Director of Classified Personnel, will administer the Oath of Office to Mr. Kenneth Wayman, Personnel Commissioner. Mr. Wayman was reappointed by the Board of Education at the October 23<sup>rd</sup> meeting.

**ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON, PERSONNEL COMMISSION FOR CALENDAR YEAR 2008; PERSONNEL COMMISSION RULE 2.1.2, OFFICERS.**

It is recommended that the members of the Personnel Commission elect the chairperson and vice-chairperson for calendar year 2008.

\_\_\_\_\_ elected Chairperson

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_ DISCUSSION/ACTION

\_\_\_\_\_ elected Vice-Chairperson

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_ DISCUSSION/ACTION

**7. RATIFICATION OF VACANCY ANNOUNCEMENTS**

Recommendation is made that the following vacancy announcements be ratified.

- a. Administrative Assistant II 48-08
- b. Health Assistant 49-08
- c. Grounds Equipment Operator 50-08
- d. Early Literacy Coach 51-08
- e. Instructional Assistant I – Technology 52-08
- f. Preschool Teacher 53-08
- g. Teacher Assistant 54-08

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_ DISCUSSION/ACTION

**8. CERTIFICATION OF NEW ELIGIBILITY LISTS**

Recommendation is made that the following eligibility lists be certified.

- a. Teacher Assistant/Bilingual - Spanish 52-08
- b. Library Media Clerk 53-08
- c. School Attendance Assistant 54-08
- d. Campus Security Personnel 55-08
- e. Job Developer 56-08
- f. Instructional Assistant/Special Education (Cover) 57-08
- g. Instructional Assistant/Special Education 58-08
- h. Instructional Assistant/Extended Day Programs 59-08
- i. Accounting Assistant III 60-08
- j. Office Assistant III 61-08
- k. School Office Assistant/Office Assistant II 62-08
- l. Maintenance and Operations Manager 63-08

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.**