

**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  
January 17, 2008, 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**

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

**3. ADOPTION OF AGENDA**

Recommendation is made that the agenda for January 17, 2008 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 December 5, 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. Lead Instructional Assistant/Extended Day Programs 55-08
- b. Accounting Assistant III 56-08
- c. Human Resources Technician 57-08

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/Special Education | 64-08 |
| b. Early Literacy Coach                      | 65-08 |
| c. Health Assistant                          | 66-08 |
| d. Preschool Teacher Assistant               | 67-08 |
| e. Administrative Assistant                  | 68-08 |
| f. Teacher Assistant                         | 69-08 |
| g. Grounds Equipment Operator                | 70-08 |
| h. Instructional Assistant I – Technology    | 71-08 |

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

**DISCUSSION/ACTION**

**8. ANNUAL REPORT**

The Annual Report for 2006-2007 is being submitted as an information item only. It will be available the evening of the Personnel Commission Meeting.

**INFORMATION ONLY**

**9. PERSONNEL DIRECTOR**

Informal reports; discussion only

**10. CLOSED SESSION**

The following items will be discussed; action to follow:

Public employee performance evaluation (Government code §54957)

- I. Staff
- II. Public Employee Discipline
- III. Employer – Employee Relations

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