

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 16, 2004
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 _____
Mark Soden, Jr., Vice-Chairperson _____
Kenneth L. Wayman, Commissioner _____
Bruce Crockard, Secretary to the Commission _____

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for September 16, 2004 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 26, 2004 be approved 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 - Spanish | 29-05 |
| b. Teacher Assistant | 30-05 |
| c. School Office Assistant – Spanish (revised – change in location) | 31-05 |
| d. School Administrative Assistant – Elementary/Intermediate | 32-05 |
| e. School Administrative Assistant – High School | 33-05 |
| f. Instructional Assistant I – Technology | 34-05 |
| g. Teacher Assistant – Bilingual/Spanish | 35-05 |

Motion by _____, seconded by _____ Vote _____

DISCUSSION/ACTION

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Recommendation is made that the following eligibility lists be certified.

- | | |
|--|-------|
| a. Job Coach | 16-05 |
| b. Teacher Assistant – Bilingual/Spanish | 17-05 |
| c. Teacher Assistant | 18-05 |
| d. Maintenance Locksmith | 19-05 |
| e. School Community Facilitator | 20-05 |
| f. Preschool Site Facilitator | 21-05 |
| g. Inst. Asst./ Special Ed. | 22-05 |

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.**