

**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  
November 24, 2003  
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**

Kenneth L. Wayman, Chairperson	_____
Thomas W. Henderson, Vice Chairperson	_____
Mark Soden, Jr., Commissioner	_____
Bruce Crockard, Secretary to the Commission	_____

**3. ADOPTION OF AGENDA**

Recommendation is made that the agenda for November 24, 2003 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 16, 2003 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. CERTIFICATION OF NEW ELIGIBILITY LISTS**

Recommendation is made that the following eligibility lists be certified.

- |    |                                     |       |
|----|-------------------------------------|-------|
| a. | Maintenance Carpenter               | 29-04 |
| b. | Occupational Therapist              | 30-04 |
| c. | Facilities Analyst                  | 31-04 |
| d. | Child Care Provider                 | 32-04 |
| e. | Information Technology Technician I | 33-04 |
| f. | Teacher Assistant – Bilingual       | 34-04 |
| g. | School Support Secretary            | 35-04 |
| h. | Teacher Assistant                   | 36-04 |
| i. | Nutrition Services Assistant I      | 37-04 |

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

**DISCUSSION/ACTION**

**7. RATIFICATION OF VACANCY ANNOUNCEMENTS**

Recommendation is made that the following vacancy announcements be ratified.

- |    |  |       |
|----|--|-------|
| a. | Maintenance and Operations Manager                                 | 30-04 |
| b. | Job Developer – Special Education Department                       | 31-04 |
| c. | Assistant Director of Maintenance and Operations                   | 32-04 |
| d. | Instructional Assistant – Special Education – Substitute Positions | 33-04 |
| e. | Library Media Clerk  | 34-04 |

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

**10. NEXT MEETING DATE:** \_\_\_\_\_

**ADJOURNMENT** \_\_\_\_\_ **p.m.**