

**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

February 28, 2013 – 4:00 p.m.

**AGENDA**

**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	_____
Susan G. Meyer, Vice Chairperson	_____
Kenneth L. Wayman, Commissioner	_____
Nora A. Roque, Secretary to the Commission	_____

**3. ADOPTION OF AGENDA**

Recommendation is made that the agenda for February 28, 2013 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 January 17, 2013 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 the director's 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 announcement(s) be ratified.

- |  |       |
|--|-------|
| a. Instructional Assistant – Special Education | 35-13 |
| b. Nutrition Services Coordinator              | 36-13 |
| c. Autism Specialist                           | 37-13 |

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

## 7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Recommendation is made that the following eligibility list(s) be certified.

- |   |       |
|---|-------|
| a. Teacher Assistant – Bilingual                  | 35-13 |
| b. Instructional Assistant – Extended Day Program | 36-13 |
| c. Web Application Developer II                   | 37-13 |
| d. School Office Assistant                        | 38-13 |
| e. Instructional Assistant – Special Education    | 39-13 |
| f. Health Assistant                               | 40-13 |

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

## 8. PERSONNEL DIRECTOR

Informal reports; discussion only

## 9. CLOSED SESSION

None Scheduled

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

11. ADJOURNMENT \_\_\_\_\_ p.m.

All documents referred to in this agenda, not exempt from public disclosure under the California Records Act, are available for public inspection at the Personnel Commission Office located at 2985-A Bear Street, Costa Mesa, CA 92626, online at [www.nmusd.us](http://www.nmusd.us), and at the public meeting of the Personnel Commission.

Any individual with a disability, who requires reasonable accommodation to participate in a Commission meeting, may request assistance by contacting the Personnel Commission Office at 2985-A Bear Street, Costa Mesa, CA 92626. Phone #: 714-424-5047 – Fax #: 714-424-7572. Notification not later than noon on the day preceding the Commission meeting will enable the district to make reasonable arrangements to assure accessibility to this meeting.