

**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

July 21, 2011 – 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**

Katherine Infantino, Chairperson \_\_\_\_\_

Kenneth L. Wayman, Vice-Chairperson \_\_\_\_\_

Thomas W. Henderson, Commissioner \_\_\_\_\_

Nora A. Roque, Secretary to the Commission \_\_\_\_\_

**3. ADOPTION OF AGENDA**

Recommendation is made that the agenda for July 21, 2011 be adopted as submitted.

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

**APPROVAL OF MINUTES**

Recommendation is made that the minutes of the regular meeting of June 9, 2011 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. | Bus Driver  | 63-11 |
| b. | HVAC/R Technician   | 64-11 |
| c. | Autism Specialist   | 65-11 |
| d. | Custodian – Substitutes                                     | 66-11 |
| e. | School Attendance Technician                                | 01-12 |
| f. | HVAC/R Technician   | 02-12 |
| g. | Instructional Assistant – Behavior Analysis Interventionist | 03-12 |
| h. | Bus Driver Substitute                                       | 04-12 |

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. | Occupational Therapist        | 58-11 |
| b. | Nutrition Services Supervisor | 59-11 |
| c. | Bus Driver                    | 01-12 |
| d. | Autism Specialist             | 02-12 |
| e. | College Guidance Specialist   | 03-12 |

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

**8. PERSONNEL DIRECTOR**

Informal reports; discussion only

**9. CLOSED SESSION**

The following item will be discussed:

- a. Public Employee Discipline – Review of Report from Hearing Officer
- b. Public employee performance evaluation (Government code §54957)  
Staff Evaluation – Director of Classified Personnel

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

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