

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

April 14, 2011 – 4:00 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	_____
Nora A. Roque, Secretary to the Commission	_____

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for April 14, 2011 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 March 17, 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 her 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. | Bus Driver Trainee | 49-11 |
| b. | HVAC/R Technician | 54-11 |
| c. | Bus Driver – Substitute | 55-11 |

Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Recommendation is made that the following eligibility lists be certified.

- | | | |
|----|---|-------|
| a. | Administrative Assistant – Confidential | 49-11 |
| b. | Instructional Assistant – Behavior Analysis Interventionist | 50-11 |

Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

8. PROPOSED PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2011-12

The proposed budget is being presented as an information item only. The public hearing for the Proposed Personnel Commission Budget will be held at the next Personnel Commission Meeting in May. This item will be available to the public at the Personnel Commission Meeting.

9. PERSONNEL DIRECTOR

Informal reports; discussion only

10. CLOSED SESSION

None Scheduled

111. NEXT MEETING DATE: _____ ADJOURNMENT _____ P.M.