

**NEWPORT-MESA UNIFIED SCHOOL DISTRICT**  
**Office of the Personnel Commission**  
Regular Meeting of the Personnel Commission  
2985-A Bear Street, Thomas W. Henderson Testing Room, Costa Mesa, CA 92626

May 17, 2018 – 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**

Kenneth Wayman, Chairperson	_____
Tristan L. Aley, Vice-Chair	_____
Susan G. Meyer, Commissioner	_____
Kristen M. Clark, Secretary to the Personnel Commission	_____

**3. ADOPTION OF AGENDA**

Recommendation is made that the agenda for May 17, 2018 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 April 19, 2018 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. PUBLIC HEARING–PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2018–2019**

The Personnel Commission will hold a public hearing on its budget for Fiscal Year 2018–2019 (Pursuant to California Education Code 45253).

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

**7. RATIFICATION OF VACANCY ANNOUNCEMENTS**

Recommendation is made that the following vacancy announcement(s) be ratified.

- |   |       |
|---|-------|
| a. School Office Assistant  | 39-18 |
| b. Maintenance Painter  | 40-18 |
| c. School Administrative Assistant – High School Comprehensive Campus | 41-18 |

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

**8. CERTIFICATION OF NEW ELIGIBILITY LISTS**

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

- |   |       |
|---|-------|
| a. School Administrative Assistant – High School Alternative Campus | 55-18 |
| b. Technology Support Technician                                    | 56-18 |
| c. Instructional Assistant – Behavior Intervention                  | 57-18 |
| d. Instructional Assistant – Extended Day Program                   | 58-18 |
| e. Instructional Assistant – Special Education                      | 59-18 |
| f. Secondary Office Support Specialist                              | 60-18 |
| g. Accounting Assistant III   | 61-18 |
| h. Benefits Technician  | 62-18 |
| i. Campus Safety Facilitator  | 63-18 |

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

**9. ADOPT PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2018–2019**

It is recommended that the members of the Personnel Commission adopt the Personnel Commission Budget for the 2018-2019 as presented.

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

**10. PERSONNEL DIRECTOR**

Informal reports; discussion only

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

## **12. CLOSED SESSION**

The following item will be discussed:

Public Employee Discipline/Dismissal/Release (Pursuant to Government Code 54954.5(e) and 54957).

## **13. REPORT OF ACTION TAKEN IN CLOSED SESSION**

Reconvene to open session at \_\_\_\_\_ and announce reportable action.

## **14. 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.