

**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

May 16, 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 May 16, 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 April 24, 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.

**Public Hearing**

**Personnel Commission Budget For Fiscal Year 2013 – 2014**  
**Pursuant to Education Code 45253**

## 6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

- |  |       |
|--|-------|
| a. Head Custodian                          | 42-13 |
| b. School Support Secretary                | 43-13 |
| c. Web Application Developer               | 44-13 |
| d. Administrative Assistant – Confidential | 45-13 |
| e. Nutrition Services Supervisor           | 46-13 |
| f. Payroll Technician                      | 47-13 |
| g. Technology Support Technician           | 48-13 |

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. Instructional Assistant I – Technology                      | 52-13 |
| b. Transportation Dispatcher/Scheduler                         | 53-13 |
| c. Instructional Assistant – Extended Day Program              | 54-13 |
| d. Instructional Assistant – Behavior Analysis Interventionist | 55-13 |
| e. Instructional Assistant – Special Education                 | 56-13 |
| f. School Office Assistant                                     | 57-13 |

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

## 8. ADOPT PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2013-2014

The Personnel Commission Budget for Fiscal Year 2013-2014 is being presented for adoption by the Members of the Personnel Commission. The proposed budget was presented on April 24, 2013, as an information item.

It is recommended that the Members of the Personnel Commission adopt the Personnel Commission Budget for the fiscal year 2013-2014 as presented.

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

## 9. PERSONNEL DIRECTOR

Informal reports; discussion only

## 10. CLOSED SESSION

None scheduled

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

**12. 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.