

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

April 18, 2019 – 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:

Tristan L. Aley, Chairperson

Susan G. Meyer, Vice-Chair

Kenneth Wayman, Commissioner

Kristen M. Clark, Secretary to the Personnel Commission

3. ADOPTION OF AGENDA:

Recommendation is made that the agenda for April 18, 2019 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 21, 2019 be adopted as amended.

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. Computer Software Analyst II | 50-19 |
| b. Contract Procurement Analyst | 51-19 |
| c. Communications Specialist | 52-19 |
| d. School Office Assistant | 53-19 |
| e. Nutrition Services Assistant I | 54-19 |
| f. Supervisor, Nutrition Services | 55-19 |

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 – Behavior Intervention | 66-19 |
| b. Instructional Assistant – Special Education | 67-19 |
| c. Accompanist | 68-19 |
| d. Lead Instructional Assistant – Extended Day Program | 69-19 |
| e. Student Supervision Assistant | 70-19 |
| f. Mechanics Assistant | 71-19 |
| g. Instructional Assistant – Extended Day Program | 72-19 |

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

8. FIRST READING/SCHEDULE PUBLIC HEARING – PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2019–2020:

The proposed budget is presented for a first reading.

It is recommended that the members of the Personnel Commission schedule the public hearing for the 2019–2020 Fiscal Year Budget on May 16, 2019 at 4:00 p.m.

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

9. PERSONNEL DIRECTOR:

Informal reports; discussion only.

10. NEXT MEETING DATE: _____ **TIME:** _____

11. ADJOURN TO CLOSED SESSION: _____ p.m.

12. CLOSED SESSION:

The following item will be discussed in closed session:

Public Employment

Title: Contract Procurement Analyst #37-19 (Pursuant to Government Code section 54954.5 (e) and 54957 (b) (1).)

Review appeal by Applicant ID 129457061, who was refused examination for failure to meet the general qualifications of Personnel Commission Rule 4.1.2.

13. REPORT OF ACTION TAKEN IN CLOSED SESSION:

Reconvene to open session at _____ p.m. 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, 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 Number: 714-424-5047, Fax Number: 714-424-7572. Notification not later than noon on the day preceding the Commission meeting will enable the Commission to make reasonable arrangements to assure accessibility to this meeting.