

**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

October 23, 2012 – 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 L. Wayman, Chairperson	_____
Thomas W. Henderson, Vice-Chairperson	_____
Susan G. Meyer, Commissioner	_____
Nora A. Roque, Secretary to the Commission	_____

**3. ADOPTION OF AGENDA**

Recommendation is made that the agenda for October 23, 2012 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 September 13, 2012 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. Risk Management Technician                                  | 12-13 |
| b. Instructional Assistant – Extended Day Program              | 13-13 |
| c. Instructional Assistant – Behavior Analysis Interventionist | 14-13 |

- |                                |       |
|--------------------------------|-------|
| d. College Guidance Specialist | 15-13 |
| e. Custodian                   | 16-13 |
| f. Job Coach                   | 17-13 |
| g. Campus Security Personnel   | 18-13 |
| h. Credentials Analyst         | 19-13 |

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 – Special Education – Amended       | 11-13 |
| b. Assessment Technician                                       | 12-13 |
| c. Maintenance Worker  | 13-13 |
| d. Head Custodian  | 14-13 |
| e. Instructional Assistant II – Technology                     | 15-13 |
| f. Instructional Assistant – Behavior Analysis Interventionist | 16-13 |
| g. Administrative Assistant II                                 | 17-13 |
| h. Teacher Assistant   | 18-13 |
| i. Custodian   | 19-13 |

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

## **8. PERSONNEL DIRECTOR**

Informal reports; discussion only

## **9. PUBLIC HEARING – JOINT APPOINTEE TO THE PERSONNEL COMMISSION**

In accordance with California Education Code 45246(f), the Personnel Commission is providing the public, employees, and employee organizations the opportunity to express their views.

## **10. APPOINTMENT OF PERSONNEL COMMISSIONER MR. THOMAS HENDERSON**

It is recommended that Board and Union Appointees consider action in accordance with California Education Code 45246(f) to reappoint Mr. Thomas Henderson as Personnel Commissioner

## **11. CLOSED SESSION**

None Scheduled

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

**13. 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.