

**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

March 15, 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

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\_\_\_\_\_  
\_\_\_\_\_

**3. ADOPTION OF AGENDA**

Recommendation is made that the agenda for March 15, 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 February 15, 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. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

- |  |       |
|--|-------|
| a. Instructional Assistant             | 31-18 |
| b. Director, Transportation            | 32-18 |
| c. Accounting Assistant III            | 33-18 |
| d. Secondary Office Support Specialist | 34-18 |

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. Nutrition Services Assistant II                 | 45-18 |
| b. Instructional Assistant – Preschool             | 46-18 |
| c. Instructional Assistant – Behavior Intervention | 47-18 |
| d. Instructional Assistant – Special Education     | 48-18 |
| e. Instructional Assistant – Extended Day Program  | 49-18 |

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

## 8. APPROVAL OF NEW JOB CLASSIFICATION OF INSTRUCTIONAL ASSISTANT – PRESCHOOL COVER

It is recommended that the members of the Personnel Commission approve the proposed new job classification of Instructional Assistant – Preschool Cover and that the salary for this class be placed on the CSEA Bargaining Unit Salary Schedule at Range 23.

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

## 9. PERSONNEL DIRECTOR

Informal reports; discussion only

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

11. 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.