

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

December 14, 2016 – 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 Aley, Chairperson

Susan G. Meyer, Vice-Chairperson

Kenneth L. Wayman, Commissioner

Kristen M. Clark, Secretary to the Commission

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for December 14, 2016 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 November 17, 2016 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 NOTICE: REORGANIZATION

OATH OF OFFICE

At this time, prior to the reorganization process, Board Member Karen Yelsey will administer the Oath of Office to Mr. Kenneth Wayman, Personnel Commissioner. Mr. Wayman was approved by the Board of Education as its appointee to the Personnel Commission at its November 1, 2016 Board Meeting. The appointment took effect at noon on December 1, 2016.

ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON, PERSONNEL COMMISSION FOR CALENDAR YEAR 2017; PERSONNEL COMMISSION RULE 2.1.2, OFFICERS:

It is recommended that the members of the Personnel Commission elect the chairperson and vice-chairperson for calendar year 2017.

_____, elected Chairperson

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

_____, elected Vice-Chairperson

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

7. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

- a. Lead Custodian – Promotional Only 32-17

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. District Translator 34-17
b. School Attendance Technician 35-17
c. Information Technology Technician 36-17

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

9. PERSONNEL DIRECTOR

Informal reports; discussion only

10. NEXT MEETING DATE: _____ TIME: _____

11. CLOSED SESSION

The following item will be discussed:

Public Employee Discipline/Dismissal/Release – Review of Report from Hearing Officer and proposed option(s) (Pursuant to Government Code Section §54957)

12. REPORT OF ACTION TAKEN IN CLOSED SESSION

Reconvene to open session at _____ and announce reportable action.

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, 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.