

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

November 18, 2015 – 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 Commission

3. ADOPTION OF AGENDA

Recommendation is made that the agenda for November 18, 2015 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 October 15, 2015 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. Teacher Assistant | 30-16 |
| b. Nutrition Services Assistant II | 31-16 |
| c. Head Custodian | 32-16 |
| d. Lead Custodian – Promotional Only | 33-16 |
| e. Vehicle and Equipment Mechanic | 34-16 |
| f. Nutrition Services Assistant I | 35-16 |
| g. Job Coach | 36-16 |
| h. School Office Assistant | 37-16 |

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. Accounting Assistant III | 23-16 |
| b. Mechanics Assistant | 24-16 |
| c. Bus Monitor | 25-16 |
| d. Job Coach | 26-16 |
| e. Instructional Assistant – Behavior Analysis Interventionist | 27-16 |
| f. Instructional Assistant – Extended Day Program | 28-16 |
| g. Preschool Teacher | 29-16 |
| h. Communications Specialist | 30-16 |
| i. School Administrative Assistant – Intermediate | 31-16 |
| j. Information Technology Technician | 32-16 |
| k. Teacher Assistant | 33-16 |
| l. Nutrition Services Assistant II | 34-16 |
| m. Bilingual Office Assistant | 35-16 |
| n. Human Resources Technician | 36-16 |

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

8. PERSONNEL DIRECTOR

Informal reports; discussion only

9. APPOINTMENT OF PERSONNEL COMMISSIONER MR. TRISTAN L. ALEY

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

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

10. CLASSIFICATION & COMPENSATION STUDY PRESENTATION – EWING CONSULTANTS

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

12. CLOSED SESSION

The Personnel Commission will adjourn to closed session to review the following item(s):

- a. Public employee performance evaluation (Government code §54957)
Staff Evaluation – Director of Classified Personnel

The Personnel Commission reconvened to open session at _____.

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.