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
May 31, 2007, 5:30 p.m.

AGENDA

The meeting will be called to order by the presiding Chairperson at ______________ p.m.

1. OPENING CEREMONIES
   The meeting will open with a silent invocation followed by the Pledge of Allegiance to the flag.

2. ROLL CALL
   Thomas W. Henderson, Chairperson     _____
   Katherine Infantino, Vice-Chairperson   _____
   Kenneth L. Wayman, Commissioner    _____
   John R. Caldecott, Secretary to the Commission  _____

3. ADOPTION OF AGENDA
   Recommendation is made that the agenda for May 31, 2007 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 April 26, 2007 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 his 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 announcements be ratified.
   a. Administrative Assistant II 106-07
   b. Director of Facilities Development-Planning & Design 107-07
   c. Administrative Assistant Confidential 108-07
   d. Administrative Assistant Confidential 108-07A
   e. Occupational Therapist 109-07
   f. Payroll Technician 110-07
   g. Lead Custodian 111-07
7. CERTIFICATION OF NEW ELIGIBILITY LISTS
Recommendation is made that the following eligibility lists be certified.

a. Payroll Technician 123-07
b. Maintenance Carpenter 124-07
c. Instructional Assistant/Special Education 125-07
d. Instructional Assistant/Extended Day Programs 126-07
e. School Support Secretary 127-07
f. Lead Custodian 128-07
g. Preschool Site Facilitator 129-07
h. Preschool Teacher 130-07
i. Preschool Teacher Assistant 131-07
j. Accounting Assistant II 132-07
k. Accounting Assistant ASB 133-07
l. Library Media Clerk 134-07
m. Health Assistant 135-07

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

8. APPROVE MODIFICATION OF JOB DESCRIPTION FOR OCCUPATIONAL THERAPIST

It is recommended that the members of the Personnel Commission approve the modification of the job description for Occupational Therapist as presented. There are no changes in the duties or in the salary of the position.

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

9. FIRST READING: MODIFICATION OF PERSONNEL COMMISSION RULE AND REGULATION 6.3.4.2, RIGHTS AND BENEFITS (LIMITED TERM) AND 6.3.5.1 AND 6.3.5.2, TERMINATIONS (LIMITED TERM)

6.3.4.2 All other limited-term employees shall be granted only those benefits provided by law, such as paid holidays and bereavement leave. No seniority or credit toward completion of probation or any other benefit shall accrue from service in a limited-term appointment, except as provided under Paragraph 6.3.4.1 of this rule.

6.3.5.1 Limited-term appointments may be discontinued subject to termination at any time based on the needs of the District, except during an assigned shift.
6.3.5.2 Limited-term employees may be dismissed without cause and serve in an at will capacity; which cause shall be made known to them and to the Director of Classified Personnel in writing. The Director of Classified Personnel may remove the employee's name from the special list for limited-term appointments, if appropriate, his investigation supports such an action.

INFORMATION ONLY

10. ADOPT PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2007-08

The Personnel Commission Budget for Fiscal Year 2007-08 is being presented for adoption by the Members of the Personnel Commission. The proposed budget was presented on April 26, 2007, as an information item.

It is recommended that the Members of the Personnel Commission adopt the Personnel Commission Budget for the fiscal year 2007-08 as presented.

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

11. PERSONNEL DIRECTOR
Informal reports; discussion only

12. CLOSED SESSION

The following items will be discussed; no action will be taken:
Public employee performance evaluation (Government code §54957)

I. Staff
II. Public Employee Discipline
III. Employer – Employee Relations

13. NEXT MEETING DATE: _________________ ADJOURNMENT _____ p.m.