

NEWPORT-MESA UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission
Regular Meeting of the Personnel Commission
2985-A Bear Street, Personnel Commission Testing Room, Costa Mesa, CA 92626

June 18, 2009
5:30 p.m.

MINUTES

1. OPENING CEREMONIES

Mr. Kenneth Wayman, Chairperson, called the meeting to order with a silent invocation followed by the Pledge of Allegiance to the flag.

2. COMMISSIONERS PRESENT

Kenneth L. Wayman, Chairperson
Thomas W. Henderson, Vice-Chairperson
Katherine Infantino, Commissioner

STAFF PRESENT

John R. Caldecott, Secretary to the Commission
Christi Winslow, Administrative Assistant/Confidential – Personnel Commission
Andrea D. Rohrer, Personnel Analyst

VISITORS PRESENT

Cindy Means, President, CSEA – Chapter 18

3. ADOPTION OF AGENDA

Ms. Infantino moved to adopt the agenda for June 18, 2009 as presented. Mr. Henderson seconded the motion and it carried.

4. APPROVAL OF MINUTES

Mr. Henderson moved to approve the minutes of the regular meeting of May 13, 2009 as presented. Ms. Infantino seconded the motion and it carried.

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

There were no presentations to the Personnel Commission.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

Mr. Henderson moved to ratify the following vacancy announcements as submitted.
Ms. Infantino seconded the motion and it carried.

- | | | |
|----|---|-------|
| a. | Instructional Assistant / Special Education | 41-09 |
| b. | Administrative Assistant II | 42-09 |
| c. | Nutrition Services Assistant I | 43-09 |
| d. | School Support Secretary | 44-09 |
| e. | Warehouse Supervisor | 45-09 |

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Ms. Infantino moved to approve the certification of the following eligibility lists as submitted.
Mr. Henderson seconded the motion and it carried.

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|----|---|-------|
| a. | Instructional Assistant / Special Education | 58-09 |
| b. | Instructional Assistant / Applied Behavior Analysis | 59-09 |

8. PERSONNEL COMMISSION DESIGNATION OF HEARING OFFICER

Mr. Henderson moved to approve the designation of Mr. Joseph S. Gentile as the Hearing Officer. Ms. Infantino seconded the motion and it carried.

9. PERSONNEL DIRECTOR

Mr. Caldecott and Ms. Means presented the 10 year service pin to Mr. Wayman and thanked him for his service.

Mr. Caldecott shared that the Superintendent's choice for the Classified Administrator of the Year is Mr. Pete Meslin, Director of Transportation. Mr. Caldecott mentioned that the Transportation Department had an incredible year in the areas of dispatch, cover jobs, and fair appointment of extra assignments.

The Director also shared that along with Ms. Means, he delivered a number 1 award to Norma Hanson, the School Administrative Assistant – Elementary at Newport Coast Elementary.

Mr. Caldecott mentioned that there were many positive highlights throughout the year.

11. CLOSED SESSION

There was no closed session at this meeting.

12. NEXT MEETING DATE: July 15, 2009 ADJOURNMENT: 5:47 p.m.

The Personnel Commission Meeting will be held in the Classified Personnel Testing Room, at 2985-A Bear Street, Costa Mesa, California 92626.

Originally the next Personnel Commission Meeting was scheduled for Thursday, July 2nd, 2009, however it was rescheduled to July 15th on Monday June 29th.