

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

July 18, 2013 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES

Mr. Thomas W. Henderson, Chairperson, called the meeting to order with the Pledge of Allegiance to the flag followed by a silent invocation.

2. ROLL CALL

Thomas W. Henderson, Chairperson
Susan G. Meyer, Vice Chairperson
Kenneth L. Wayman, Commissioner
Nora A. Roque, Secretary to the Commission

STAFF PRESENT

V-Esther Caldwell, Administrative Assistant/Confidential – Personnel Commission

VISITORS PRESENT

Brenda Garcia, CSEA
Vicky Wyman, Member, CSEA

3. ADOPTION OF AGENDA

Mr. Wayman moved to adopt the agenda for July 18, 2013 as submitted. Ms. Meyer seconded the motion and it carried unanimously.

4. APPROVAL OF MINUTES

Ms. Meyer moved to approve the minutes of the regular meeting of June 28, 2013. Mr. Wayman 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. Wayman moved to ratify the following vacancy announcement(s). Ms. Meyer seconded the motion, and it carried unanimously.

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|--|-------|
| a. Instructional Assistant – Behavior Analysis Interventionist | 1-14 |
| b. Instructional Assistant – Special Education | 2-14 |
| c. Bus Driver Trainee | 3-14 |
| d. Bus Driver | 4-14 |
| e. Electronics Technician | 5-14 |
| f. Accounting Assistant – ASB | 6-14 |
| g. Senior Maintenance Worker | 7-14 |
| h. Instructional Assistant II – Technology | 8-14 |
| i. Lead Behavior Analysis Interventionist | 9-14 |
| j. Lead Instructional Assistant – Extended Day Program | 10-14 |
| k. Instructional Assistant – Extended Day Program | 11-14 |
| l. Campus Security Personnel | 12-14 |

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Ms. Meyer moved to approve the certification of the following eligibility list(s) as submitted. Mr. Wayman seconded the motion and it carried unanimously.

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|-------------------------------------|-------|
| a. Nutrition Services Assistant III | 63-13 |
| b. Accounting Assistant III | 64-13 |
| c. Nutrition Services Assistant II | 65-13 |
| d. Nutrition Services Assistant I | 66-13 |
| e. Payroll Technician | 1-14 |
| f. Bus Driver | 2-14 |
| g. Custodian | 3-14 |
| h. Administrative Assistant II | 4-14 |

8. PERSONNEL DIRECTOR

Ms. Nora A. Roque stated that staff focus is on recruitment and she is working on developing a New Employee Orientation.

Also at the end of the meeting, Mr. Thomas Henderson, the current joint representative, announced that he would be moving to Oregon this fall.

9. CLOSED SESSION

None Scheduled

10. NEXT REGULAR MEETING DATE: August 15, 2013 at 4:00 p.m.

11. ADJOURNMENT: 4:13 p.m.