

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

January 13, 2011 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES

Ms. Katherine Infantino, Chairperson, called the meeting to order with a silent invocation followed by the Pledge of Allegiance to the flag.

2. ROLL CALL

Katherine Infantino, Chairperson
Kenneth L. Wayman, Vice-Chairperson
Thomas W. Henderson, Chairperson
Nora A. Roque, Director of Classified Personnel

STAFF PRESENT

Christi Winslow, Personnel Analyst

VISITORS PRESENT

John R. Caldecott, Executive Director, Human Resources

3. ADOPTION OF AGENDA

Mr. Wayman moved to adopt the agenda for January 13, 2011 as submitted. Mr. Henderson seconded the motion and it carried.

4. APPROVAL OF MINUTES

Mr. Henderson moved to approve the minutes of the regular meeting of December 9, 2010 as presented. 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) as submitted. Mr. Henderson seconded the motion and it carried.

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| a. Custodian | 39-11 |
| b. Instructional Assistant – Extended Day Programs | 40-11 |
| c. Office Assistant III | 41-11 |

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

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

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| a. Bus Driver | 30-11 |
| b. Campus Security Personnel | 31-11 |
| c. Instructional Assistant – Behavior Analysis Interventionist | 32-11 |
| d. Instructional Assistant – Special Education | 33-11 |
| e. School Registrar I | 34-11 |
| f. Coordinator-Administrative Services | 35-11 |

8. PERSONNEL DIRECTOR

Ms. Nora A. Roque, Director of Classified Personnel highlighted the following items:

- The Costa Mesa High School and Corona Del Mar High School Middle School Enclaves & Theaters facility projects were discussed at the January 10, 2011 Board Meeting.
- Ms. Roque's plans to attend the CSPCA Annual Conference in Sacramento, CA on February 25th and 26th. John Caldecott, Executive Director of Human Resources, will be making a presentation at that conference.
- There are no anticipated layoffs.
- Super Stars Awards Presentation and Reception are scheduled for March 8, 2011 at 6:00 p.m. Ms. Roque also inquired about the availability of the commissioners to attend the awards presentation.

9. CLOSED SESSION

Per Government Code Section 54956.9, subdivision (a), staff provided an update on existing litigation; Christian Swanson v. Personnel Commission of the Newport-Mesa Unified School District. No action was taken in closed session.

10. NEXT MEETING DATE: February 17, 2011 at 4:00 p.m. **ADJOURNMENT:** 4:17 p.m.