

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

September 2, 2010 4:00 p.m.

MINUTES

1. OPENING CEREMONIES

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

2. ROLL CALL

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

STAFF PRESENT

Christi Winslow, Personnel Analyst
V-Esther Caldwell, Administrative Assistant/Confidential – Personnel Commission
Marla K. Loffelmacher, Administrative Assistant/Confidential-
Personnel Commission/Retiree

VISITORS PRESENT

John Drake, Director of Certificated Personnel
Cindy Means, President, CSEA Chapter 18
Nora Roque, Coordinator, Administrative Services

3. ADOPTION OF AGENDA

Mr. Wayman moved to adopt the agenda for September 2, 2010 as submitted. Ms. Infantino seconded the motion and it carried.

4. APPROVAL OF MINUTES

Mr. Wayman moved to approve the minutes of the regular meeting of July 22, 2010 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. Wayman moved to ratify the following vacancy announcement(s) as submitted. Mr. Infantino seconded the motion and it carried.

a.	Instructional Assistant/Special Education – Cover	08-11
b.	Grounds Maintenance Worker	10-11
c.	Credentials Technician	11-11
d.	Vehicle & Equipment Mechanic	12-11
e.	Nutrition Services Assistant II	13-11
f.	Preschool Teacher Assistant	14-11
g.	Instructional Assistant/Special Education	15-11
h.	Instructional Assistant – Extended Day Programs	16-11
i.	Campus Security Personnel - Female	17-11
j.	Student Records Technician	18-11
k.	Vehicle & Equipment Mechanic	19-11
l.	Instructional Assistant – Behavior Analysis Interventionist	20-11
m.	Human Resources Technician	21-11

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

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

a.	Vehicle & Equipment Mechanic	02-11
b.	Health Assistant	03-11
c.	Teacher Assistant	04-11
d.	Transportation Operations Supervisor	05-11
e.	School Attendance Technician	06-11
f.	Administrative Assistant/Confidential – Personnel Commission	07-11
g.	Grounds Maintenance Worker	08-11
h.	Instructional Assistant – Extended Day Programs	09-11
i.	Campus Security Personnel – Male	10-11
j.	Credentials Technician	11-11
k.	Transportation Dispatcher/Scheduler	12-11
l.	Nutrition Services Assistant II	13-11
m.	School Office Assistant	14-11

8. APPROVAL OF PROPOSED NEW CLASSIFICATION OF EXECUTIVE DIRECTOR, HUMAN RESOURCES

Mr. Wayman moved that the senior management classification of the Executive Director, Human Resources be approved as submitted with the salary allocation be negotiable by contract; and he also recommended that the vacancy announcement be approved as presented. Ms. Infantino seconded the motion and it carried.

9. PERSONNEL DIRECTOR

Mr. Caldecott, at the beginning of the meeting went around the room and introduced new staff and visitors. Ms. V-Esther Caldwell promoted to the Administrative Assistant position, replacing Ms. Christi Winslow, new Personnel Analyst. Also introduced were Mr. John C. Drake, Director, Certificated Personnel and Nora Roque, Coordinator, Administrative Services. Welcomed to the meeting were Cindy Means, President, CSEA and Marla Loffelmacher, retired Administrative Assistant.

Mr. Caldecott gave a brief overview of the rehire process for the Certificated and the Classified employees. It was noted that many of the classified employees have accepted positions within the District and almost half of the permanent teachers who were laid off have been rehired.

10. CLOSED SESSION

The regular meeting adjourned at 4:14 p.m. to closed session. The regular meeting reconvened at 4:45 with no action taken.

11. NEXT MEETING DATE: October 21, 2010 at 4:00 p.m. ADJOURNMENT 4:45 p.m.