

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

August 16, 2012 – 4:00 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. ROLL CALL

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

STAFF PRESENT

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

VISITORS PRESENT

Cathie Ropp, President, CSEA
Vicky Wyman, Secretary, CSEA
Sandy Welch, Treasurer, CSEA

3. ADOPTION OF AGENDA

Mr. Henderson moved to adopt the agenda for August 16, 2012 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 July 19, 2012 as submitted. Mr. Henderson seconded the motion and it carried unanimously.

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 announcement(s). Ms. Meyer seconded the motion, and it carried unanimously.

- | | |
|--------------------------------|------|
| a. Bus Driver – Substitute | 1-13 |
| b. Maintenance Worker | 2-13 |
| c. Head Custodian | 3-13 |
| d. Administrative Assistant II | 4-13 |
| e. Preschool Site Facilitator | 5-13 |
| f. Assessment Technician | 6-13 |

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

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

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|--|------|
| a. School Administrative Assistant – Intermediate | 1-13 |
| b. School Support Secretary | 2-13 |
| c. Office Assistant II | 3-13 |
| d. Maintenance & Operations Mgr. – Custodial Services & Facilities | 4-13 |
| e. Nutrition Services Assistant II | 5-13 |
| f. District Assessment Specialist | 6-13 |
| g. Health Assistant | 7-13 |
| h. Library Media Clerk | 8-13 |

8. PERSONNEL DIRECTOR

Ms. Nora A. Roque highlighted the following items:

- This year, the current term of Joint Appointee to the Commission will expire. Ms. Roque explained the process and timeline of selecting commissioners. Mr. Henderson would like to continue in his role as the Joint Appointee to the Commission.
- Staff of the Personnel Commission is currently busy filling positions in an effort to have schools fully staffed by opening day.
- Last minute retirement notification from Harbor View Principal. The position has been filled temporarily.

9. CLOSED SESSION

None Scheduled.

10. NEXT REGULAR MEETING DATE: September 13, 2012 at 4:00 p.m.

11. ADJOURNMENT: 4:10 p.m.