

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

January 21, 2010

4:00 p.m.

MINUTES

1. OPENING CEREMONIES

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

STAFF PRESENT

Christi Winslow, Administrative Assistant/Confidential – Personnel Commission
Andrea D. Rohrer, Personnel Analyst

VISITORS PRESENT

Elizabeth I. Novack, Ph.D., Assistant Superintendent, Human Resources
Cindy Means, CSEA President

3. ADOPTION OF AGENDA

Mr. Wayman moved to adopt the agenda for January 21, 2010 as submitted. Ms. Infantino seconded the motion and it carried.

4. APPROVAL OF MINUTES

Ms. Infantino moved to approve the minutes of the regular meeting of October 22, 2009 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 announcements as submitted. Ms. Infantino seconded the motion and it carried.

- a. Instructional Assistant – Applied Behavior Analysis

b.	Grounds Maintenance Worker	26-10
c.	Preschool Site Facilitator	27-10
d.	Bus Driver Trainee	28-10
e.	Instructional Assistant – Special Education	29-10
f.	Senior Systems Engineer	30-10

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Ms. Infantino moved to approve the certification of the following eligibility lists as submitted.

Mr. Wayman seconded the motion and it carried.

a.	Job Developer	26-10
b.	Instructional Assistant I – Technology	27-10
c.	School Office Assistant	28-10
d.	Senior Systems Engineer	29-10
e.	Bus Driver	30-10
f.	Integrated Pest Management Specialist	31-10
g.	School Office Assistant	32-10
h.	Lead Grounds Maintenance Worker	33-10
i.	Instructional Assistant – Applied Behavior Analysis	34-10
j.	Vehicle and Equipment Mechanic	35-10
k.	Preschool Site Facilitator	36-10
l.	Instructional Assistant – Special Education	37-10

8. APPROVAL OF MODIFICATION OF JOB CLASSIFICATION INSTRUCTIONAL ASSISTANT-APPLIED BEHAVIOR ANALYSIS

Mr. Wayman moved to approve the modification of job classification Instructional Assistant – Applied Behavior Analysis as submitted.

Ms. Infantino seconded the motion and it carried.

10. PERSONNEL DIRECTOR

The Director reported that he has been giving his presentation, “The Three Things You Must Know About The Merit System” in a few different settings, including: A CSEA Chapter Meeting, A Supervisor Meeting. He also will be presenting it at the upcoming state conference.

Ms. Infantino mentioned that this presentation would be worth having at a commission meeting. A study session was scheduled for just before the next meeting on February 25.

11. CLOSED SESSION - None

13. NEXT MEETING DATE: February 25, 2010 at 4:00 p.m. ADJOURNMENT 4:10 P.M.