

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 25, 2011 – 4:30 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, Commissioner
Nora A. Roque, Director of Classified Personnel

STAFF PRESENT

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

VISITORS PRESENT

Cindy Means, President, CSEA Chapter 18
Sandy Welch, CSEA
John Caldecott, Executive Director, Human Resources

3. ADOPTION OF AGENDA

Mr. Wayman moved to adopt the agenda for August 25, 2011 as submitted. Mr. Henderson seconded the motion and it carried unanimously.

4. APPROVAL OF MINUTES

Mr. Henderson moved to approve the minutes of the regular meeting of July 21, 2011 as presented. Mr. Wayman seconded the motion and it carried unanimously.

Mr. Wayman moved to approve the minutes of the special closed session meeting of August 3, 2011 as presented. 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) as submitted. Mr. Wayman seconded the motion and it carried unanimously.

- | | |
|---|-------|
| a. Head Custodian | 05-12 |
| b. Job Coach | 06-12 |
| c. School Administrative Assistant | 07-12 |
| d. Instructional Assistant – Extended Day Program | 08-12 |
| e. Teacher Assistant | 09-12 |
| f. Campus Security Personnel | 10-12 |
| g. Preschool Teacher Assistant | 11-12 |
| h. Delegated Behind the Wheel Trainer | 12-12 |

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

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

- | | |
|---------------------------------|-------|
| a. School Attendance Technician | 04-12 |
| b. HVAC/R Technician | 05-12 |

8. APPROVAL OF MODIFICATION OF THE HEAD CUSTODIAN JOB CLASSIFICATION

Mr. Wayman moved to approve the modification of the Head Custodian job classification as submitted. Mr. Henderson seconded the motion and it carried unanimously.

9. APPROVAL OF MODIFICATION OF THE CASUAL LABORER JOB CLASSIFICATION

Mr. Henderson moved to approve the modification of the Casual Laborer job classification as submitted. Mr. Wayman seconded the motion and it carried unanimously.

10. APPROVAL OF MODIFICATION OF THE SCHOOL COMMUNITY FACILITATOR JOB CLASSIFICATION

Mr. Wayman moved to approve the modification of the School Community Facilitator job classification as submitted. Mr. Henderson seconded the motion and it carried unanimously.

11. PERSONNEL DIRECTOR

Ms. Nora A. Roque, Director of Classified Personnel commended Christi Winslow and the Personnel Commission staff for their efforts in supporting everyone in preparation of the new school year. Ms. Roque also applauded the close working relationship of the Personnel Commission staff and CSEA staff.

12. CLOSED SESSION

The Commission recessed to closed session at 4:07 p.m. to discuss the following item:

Public Employee Discipline/Dismissal/Release – Review of Report from Hearing Officer (Pursuant to Government Code Section §54957)

13. OPEN SESSION

The regular meeting reconvened at 5:00 p.m. Chairperson Infantino reported that the following action was taken in closed session:

The Personnel Commission unanimously denied the appeal of employee # 7800002387 and sustained the action of the Board of Education to terminate the employee from employment with the Newport-Mesa Unified School District.

14. NEXT REGULAR MEETING DATE: October 6, 2011 at 4:00 p.m. **ADJOURNMENT:** 5:01 p.m.