

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

March 15, 2012 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES

Ms. 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

Sandy Welch, Treasurer, CSEA

3. ADOPTION OF AGENDA

Mr. Henderson moved to adopt the agenda for March 15, 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 February 16, 2012 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

Ms. Meyer moved to ratify the following vacancy announcement(s) as submitted. Mr. Henderson seconded the motion and it carried unanimously

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| a. | Grounds Maintenance Worker | 42-12 |
| b. | Credentials Technician | 43-12 |
| c. | Instructional Assistant – Special Education – Cover (Correction) | 44-12 |

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

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

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|-------------------------------|-------|
| a. Teacher Assistant | 40-12 |
| b. Job Coach | 41-12 |
| c. Grounds Maintenance Worker | 42-12 |

8. PERSONNEL DIRECTOR

Ms. Nora A. Roque announced that Connie Bassler, District Assessment Specialist, (working with Secondary Education), one of our nominees for Orange County Department of Education Classified Employee of the Year, was selected by the County as a finalist in the category of Support Services and Security. Her name has been forwarded to the State of California for recognition.

Ms. Roque also invited the Commissioners to attend one or more of the Superintendent Selection Community Input Meetings, which are being held at various locations throughout the District beginning Tuesday, March 20, 2012 through Monday, April 23, 2012. Ms. Roque emailed the Commissioners the schedule of dates, times and locations of the meetings earlier in the week

9. CLOSED SESSION

None scheduled.

10. NEXT REGULAR MEETING DATE: April 19, 2012 at 4:00 p.m. ADJOURNMENT: 4:14 p.m.