

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

February 1, 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

John Caldecott, Executive Director, Human Resources
Cindy Means, President, CSEA Chapter 18
Cathie Ropp, Vice-President, CSEA
Vicky Wyman, Secretary, CSEA
Sandy Welch, Treasurer, CSEA

3. ADOPTION OF AGENDA

Ms. Meyer moved to adopt the agenda for February 1, 2012 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 December 15, 2011 as presented. Ms. Meyer seconded the motion and it carried unanimously.

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

Ms. Sandy Welch, Treasurer, CSEA thanked the Commissioners for sending her to the Merit Academy. She attended the 40 hours of training and received her certificate of completion.

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. Administrative Assistant II | 35-12 |
| b. Instructional Assistant – Behavior Analysis Interventionist | 36-12 |
| c. Credentials Analyst | 37-12 |
| d. Bus Driver Trainee | 38-12 |
| e. Bus Driver | 39-12 |

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

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

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|--|-------|
| a. Bilingual Office Assistant | 31-12 |
| b. School Office Assistant | 32-12 |
| c. Job Coach | 33-12 |
| d. Instructional Assistant – Extended Day Program | 34-12 |
| e. Technology Support Technician | 35-12 |
| f. Credentials Analyst | 36-12 |
| g. Instructional Assistant – Behavior Analysis Interventionist | 37-12 |
| h. Administrative Assistant II | 38-12 |

8. APPROVAL OF RECLASSIFICATION OF OFFICE ASSISTANT III POSITION IN ADULT EDUCATION

Ms. Meyer moved to approve the Adult Education School Office Assistant position be reclassified to the Office Assistant III classification based on the recommendation of the Director of Classified Personnel. Mr. Henderson seconded the motion and it carried unanimously.

9. APPROVAL OF RECLASSIFICATION INCUMBENT

Ms. Meyer moved to approve that the incumbent in the Adult Education School Office Assistant position be placed in Office Assistant III classification and that her salary be reallocated to Range 33 (\$3252 - \$3983) of the Bargaining Unit Salary Schedule based on the recommendation of the Director of Classified Personnel.

10. PERSONNEL DIRECTOR

Ms. Nora A. Roque comments:

- Thanked Sandy Welch for her interest in and completion of the Merit Academy.
- Noted that NMUSD's vacancy announcements are currently being sent to every employee by Christi Winslow, Personnel Analyst, which should broaden the pool of referrals.
- Thanked Sue Meyer for her participation in the Super Star Awards presentation.
- Highlighted and explained NMUSD's Casual Labor Program, which is being spearheaded by Christi Winslow. The program al
- Announced the date, (May 24, 2012), for ACE's Day and invited the Commissioners to participate. Ms. Cindy Means, President, CSEA, explained the process and also encouraged the Commissioners to include the day on their calendars.

Ms. Cindy Means thanked the Commissioners for sending Sandy Welch to the Merit Academy and also for allowing her to attend the CSPCA Conference in San Diego. Ms. Means along with Ms. Roque were on John Caldecott's team as presenters at the conference. Ms. Roque noted that she had already received inquiries from attendees for additional information regarding their presentations, "Motivate or Terminate" and "Moving from Progressive Discipline to Progressive Motivation."

Ms. Sue Meyer also thanked the Commission for the opportunity to attend the CSPCA Conference and relayed that she had received positive comments regarding the presentation by NMUSD personnel. She also enjoyed the motivational speakers, especially the presentation on "Change".

11. CLOSED SESSION

None scheduled.

12. NEXT REGULAR MEETING DATE: February 16, 2012 at 4:00 p.m. ADJOURNMENT: 4:15 p.m.