

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 21, 2013 – 4:10 p.m.

MINUTES

1. OPENING CEREMONIES

Mr. Thomas W. 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
Susan G. Meyer, Vice Chairperson
Kenneth L. Wayman, 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
David Johnson, President, CSEA
Sandy Welch, Member, CSEA
Brenda Garcia, Member, CSEA

3. ADOPTION OF AGENDA

Mr. Wayman moved to adopt the agenda for March 21, 2013 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 28, 2013. 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 announcement(s). Ms. Meyer seconded the motion, and it carried unanimously.

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|---|-------|
| a. Instructional Assistant I – Technology | 38-13 |
| b. Preschool Site Facilitator | 39-13 |

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Ms. Meyer 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. Teacher Assistant | 41-13 |
| b. Instructional Assistant – Behavior Analysis Interventionist | 42-13 |
| c. Night Custodial Supervisor | 43-13 |
| d. Autism Specialist | 44-13 |
| e. School Administrative Assistant - Elementary | 45-13 |

8. PERSONNEL DIRECTOR

Ms. Nora A. Roque highlighted the following items:

- NMUSD's two employees selected to represent the County for Classified Employee of the Year will be recognized at the Orange County Department of Education on Thursday, April 18, 2013 and invited the Commissioners to attend.
- Personnel Commission budget will be reviewed in April.
- Upcoming events: ACEs Day, (3rd Thursday in May), and May Super Star Awards Presentation.

9. CLOSED SESSION

None Scheduled.

10. NEXT REGULAR MEETING DATE: April 24, 2013 at 4:00 p.m.

11. ADJOURNMENT: 4:18 p.m.