

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 16, 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

Cindy Means, President, CSEA Chapter 18
Sandy Welch, Treasurer, CSEA

3. ADOPTION OF AGENDA

Mr. Henderson moved to adopt the agenda for February 16, 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 1, 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.

- | | |
|----------------------|-------|
| a. Teacher Assistant | 40-12 |
| b. Job Coach | 41-12 |

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.

a. Bus Driver

39-12

8. PERSONNEL DIRECTOR

Ms. Nora A. Roque noted that the Casual Labor Program preparations, led by Christi Winslow, Personnel Analyst, were going well.

Ms. Roque also thanked the Commissioners for their quick response to CODESP Webinar invitation, and Ms. Winslow explained the options regarding webinar participation.

9. CLOSED SESSION

None scheduled.

10. NEXT REGULAR MEETING DATE: March 15, 2012 at 4:00 p.m. ADJOURNMENT: 4:05 p.m.