

**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

January 17, 2013 – 4:00 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**

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

**VISITORS PRESENT**

David Johnson, President, CSEA  
Vicky Wyman, Secretary, CSEA  
Brenda Garcia, Member, CSEA  
Sandy Welch, Member, CSEA

**3. ADOPTION OF AGENDA**

Mr. Wayman moved to adopt the agenda for January 17, 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 December 20, 2012. 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**

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

- |                                                                |       |
|----------------------------------------------------------------|-------|
| a. Office Assistant II                                         | 29-13 |
| b. Credentials Technician                                      | 30-13 |
| c. Night Custodial Supervisor                                  | 31-13 |
| d. School Administrative Assistant - Elementary                | 32-13 |
| e. Teacher Assistant                                           | 33-13 |
| f. Instructional Assistant – Behavior Analysis Interventionist | 34-13 |

## **7. CERTIFICATION OF NEW ELIGIBILITY LISTS**

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

- |                                                                |       |
|----------------------------------------------------------------|-------|
| a. Instructional Assistant – Behavior Analysis Interventionist | 34-13 |
|----------------------------------------------------------------|-------|

## **8. APPROVAL OF NEW JOB CLASSIFICATION OF NUTRITION SERVICE COORDINATOR**

Based on the recommendation of the Director of Classified Personnel, Ms. Meyer moved to approve the new job classification of Nutrition Service Coordinator, in the Management Salary Schedule at Range 6001. Mr. Wayman seconded the motion and it carried unanimously.

## **9. PERSONNEL DIRECTOR**

Ms. Nora A. Roque highlighted the following items:

- The Super Stars Committee, (consisting of Classified, Management, and Certificated Employees), selected 22 employees from a list of over 80 submittals to receive awards. The awards will be presented on Tuesday, January 22, 2013 at 6:00 p.m., immediately following the Board's recognition of Mr. Jack Hammett, a Pearl Harbor survivor and member of the Freedom Committee of Orange County. (All three commissioners agreed to assist with the Super Star presentations.)
- NMUSD's nominees to be submitted to the County for Classified Employee of the Year will be recognized by the Board at their February 26, 2013 meeting.
- Working with CSEA to recruit classified employees and management to participate in ACE's Day, which is scheduled for May 23, 2013
- Casual Labor Program, which will take place during President's Week in February and Spring Break
- Introduced the new President of CSEA, Mr. David Johnson. Mr. Johnson spoke of his experiences with ACE's Day, and that he would be encouraging classified staff to participate. Mr. Johnson introduced CSEA members who will be attending Commission meetings, Ms. Vicky Wyman and Ms. Brenda Garcia.

**10. CLOSED SESSION**

None Scheduled.

**11. NEXT REGULAR MEETING DATE:** February 28, 2013 at 4:00 p.m.

**12. ADJOURNMENT:** 4:21 p.m.