

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

September 19, 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

VISITORS PRESENT

Brenda Garcia, CSEA
Sandy Welch, CSEA
David Johnson, President, CSEA Chapter 18

3. ADOPTION OF AGENDA

Mr. Wayman moved to adopt the agenda for September 19, 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 August 15, 2013. Mr. Wayman seconded the motion and it carried.

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

David Johnson, CSEA Chapter President, announced that the District and CSEA reached a tentative agreement and the CSEA membership will be holding a ratification vote on Friday, September 20, 2013.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

Mr. Wayman moved to ratify the following vacancy announcement(s). After requested clarification was made on item Ref.6.h, Ms. Meyer seconded the motion, and it carried unanimously.

a. Bilingual Office Assistant	14-14
b. College Guidance Specialist	17-14
c. Office Assistant III	18-14
d. Teacher Assistant	19-14
e. Maintenance Electrician – Promotional Only	20-14
f. HVAC-R Technician	21-14
g. Instructional Assistant – Cover – Special Education	22-14
h. Office Assistant I	23-14
i. District Translator	24-14

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.

a. Senior Maintenance Worker	8-14
b. Campus Security Personnel	9-14
c. Instructional Assistant – Behavior Analysis Interventionist	10-14
d. Lead Instructional Assistant – Extended Day Program	11-14
e. Accounting Assistant – ASB	12-14
f. Instructional Assistant II – Technology	13-14
g. Instructional Assistant – Extended Day Program	14-14
h. Lead Behavior Analysis Interventionist	15-14
i. Library Media Clerk	16-14
j. Instructional Assistant – Special Education	17-14
k. Instructional Assistant – Extended Day Program	18-14
l. Electronics Technician	19-14

8. PERSONNEL DIRECTOR

Ms. Roque highlighted the following:

- o Interviews for the Joint Appointee to the Personnel Commission will be held in a special open session of the Personnel Commission on Friday, September 27, 2013, between 9:00 a.m. to 1:30 p.m.
- o The CSEA contract has been placed on the agenda for the September 24, 2013 Board meeting and it is anticipated that the contract will be ratified by both the CSEA membership and subsequently approved by the Board.
- o Staff Development Day is in the planning stages. A session has been added for Campus Security Personnel, Special Education is providing training for Special Education Assistants, and we will be asking Laura Boss, Director District Communications to put out a press release regarding the Staff Development Day.

9. CLOSED SESSION

None Scheduled

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

11. ADJOURNMENT: 4:12 p.m.