

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

August 15, 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

Christi Winslow, Personnel Analyst
V-Esther Caldwell, Administrative Assistant – Confidential

VISITORS PRESENT

Vicky Wyman, Member, CSEA
Brenda Garcia, CSEA
Sandy Welch, CSEA
David Johnson, President, CSEA Chapter 18

3. ADOPTION OF AGENDA

Ms. Meyer moved to adopt the agenda for August 15, 2013 as submitted. Mr. Wayman seconded the motion and it carried unanimously.

4. APPROVAL OF MINUTES

Ms. Meyer moved to approve the minutes of the regular meeting of July 18, 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. Library Media Clerk | 13-14 |
| b. School Administrative Assistant – Intermediate | 15-14 |
| c. Human Resources Technician – Extended | 16-14 |

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.

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|--|------|
| a. Administrative Assistant – Confidential | 5-14 |
| b. School Support Secretary | 6-14 |
| c. Technology Support Technician | 7-14 |

8. PERSONNEL DIRECTOR

Ms. Roque stated that staff is focused on recruiting in an effort to be staffed for the opening of school.

9. REVIEW SELECTION/APPOINTMENT PROCESS FOR JOINT APPOINTEE TO PERSONNEL COMMISSION – REPLACEMENT DUE TO MID-TERM RESIGNATION OF MR. THOMAS HENDERSON

Ms. Roque explained the selection process and timeline for selecting the replacement for the Joint Appointee to fulfill the remaining term of Mr. Thomas Henderson who announced at the previous meeting that he would be stepping down. The position will be posted August 16, 2013 in the newspaper. A special open session was scheduled for September 19, 2013, following the regularly scheduled commission meeting, for the remaining commissioners to interview the candidates for the open position. If needed, an additional special open session for interviews was scheduled for September 19, 2013, beginning at 1:00 p.m. – 4:00 p.m., (prior to the regular meeting).

Mr. Henderson announced that he is prepared to serve through November 2013.

Ms. Roque will supply the commissioners with a list of sample interview questions from the Personnel Commissioners' Association for their review.

10. CLOSED SESSION

None Scheduled

11. NEXT REGULAR MEETING DATE: September 19, 2013 at 4:00 p.m.

12. ADJOURNMENT: 4:24 p.m.