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

May 16, 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

VISITORS PRESENT

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

3. ADOPTION OF AGENDA

Ms. Meyer moved to adopt the agenda for May 16, 2013 as submitted. Mr. Wayman seconded the motion and it carried unanimously.

4. APPROVAL OF MINUTES

Mr. Wayman moved to approve the minutes of the regular meeting of April 24, 2013. Ms. Meyer seconded the motion and it carried.

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

David Johnson, President CSEA Chapter 18 announced the names of the eight winners of their annual Samuel Howard Fleming Scholarship Award Winners.

The Public Hearing for the Personnel Commission Budget for the 2013-2014 School Year Pursuant to Education Code 45253 was opened at 4:10 p.m. The Public Hearing closed to the Public with no comments at 4:11 p.m.

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.	Head Custodian	42-13
b.	School Support Secretary	43-13
c.	Web Application Developer	44-13
d.	Administrative Assistant – Confidential	45-13
e.	Nutrition Services Supervisor	46-13
f.	Payroll Technician	47-13
g.	Technology Support Technician	48-13

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 I – Technology	52-13
b.	Transportation Dispatcher/Scheduler	53-13
c.	Instructional Assistant – Extended Day Program	54-13
d.	Instructional Assistant – Behavior Analysis Interventionist	55-13
e.	Instructional Assistant – Special Education	56-13
f.	School Office Assistant	57-13

8. PROPOSED PERSONNEL COMMISION BUDGET FOR FISCAL YEAR 2013-14

The Personnel Commission Budget for Fiscal Year 2013 – 2014 was presented for adoption by the Members of the Personnel Commission. The proposed budget was presented on April 24, 2013 as an information item. Ms. Roque reported that there were no changes to the budget that was presented on April 24, 2013.

Ms. Meyer moved to adopt the Personnel Commission Budget for the fiscal year 2013-14 as presented. Mr. Wayman seconded the motion and it carried.

9. PERSONNEL DIRECTOR

Ms. Nora A. Roque highlighted the following items:

- Reminder of ACEs Day, May 23, 2013
- Reminded commission of the Super Stars Awards presentation on May 28, 2013 @ 6:00 p.m. She also invited the Commissioner to assist with the presentations – Mr. Henderson and Ms. Meyer stated they would be available to attend.

10. CLOSED SESSION

None Scheduled.

11. NEXT REGULAR MEETING DATE: June 28, 2013 at 3:00 p.m.

12. ADJOURNMENT: 4:17 p.m.