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

April 24, 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

VISITORS PRESENT

Brenda Garcia, Member, CSEA
Sandy Welch, Member, CSEA

3. ADOPTION OF AGENDA

Ms. Meyer moved to adopt the agenda for April 24, 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 March 21, 2013. Ms. Meyer 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.

a.	School Office Assistant	40-13
b.	Transportation Dispatcher/Scheduler	41-13

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Ms. Meyer questioned duplicate items “a” and “d” with same names. Ms. Roque explained that the position was for ongoing recruitment and did include additional applicant. Mr. Wayman asked if there is a substitute list for the position in question. Ms. Roque explained that yes, there is a substitute list, but the preference is to fill the position with permanent employees. Ms. Meyer asked if there is more than one list how are they filed. Ms. Roque explained that when a new list in the same category is added, that list is place on top of the file, maintaining the history of the lists within the file and a list must be completed with each recruitment. Ms. Roque noted that ongoing recruitments were unusual. 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.	Instructional Assistant – Behavior Analysis Interventionist	46-13
b.	Nutrition Services Coordinator	47-13
c.	Credentials Technician	48-13
d.	Instructional Assistant – Behavior Analysis Interventionist	49-13
e.	Instructional Assistant – Special Education	50-13
f.	Preschool Site Facilitator	51-13

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

The proposed budget was presented as an information item only. This item will be brought back to the Personnel Commission for approval at the May meeting. Only increase is in employee costs related to movement on the salary schedule. Ms. Roque explained that some resources have been shifted to cover the cost of new Online Testing Software. Mr. Wayman had a question regarding location of budget dollars for new software, which Ms. Roque noted that the amount is in the line item for License Fees. Christi Winslow also explained expectations on training and ease of usage in relation to current software. Mr. Henderson wanted to know if this new software formulated test questions. Ms. Roque explained that questions developed through CODESP are based on knowledge and abilities found within the job descriptions. Ms. Winslow explained that this new software will be useful in the area of software program proficiency testing.

Ms. Roque and Ms. Winslow responded to all additional questions and provided background information on budget assumptions.

9. PERSONNEL DIRECTOR

Ms. Nora A. Roque highlighted the following items:

- Invited commissioners to participate in ACEs Day, May 23, 2013
- Met with Campus Security Personnel
- Needs assessment to send out for training for Instructional Assistants for Special Education
- Currently working on orientation program for new employees

10. CLOSED SESSION

None Scheduled.

11. NEXT REGULAR MEETING DATE: May 16, 2013 at 4:00 p.m.

12. ADJOURNMENT: 4:49 p.m.