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

February 28, 2013 – 4:10 p.m.

MINUTES

1. OPENING CEREMONIES

Mr. Thomas W. Henderson, Chairperson, called the meeting to order with the Pledge of Allegiance to the flag followed by a silent invocation followed.

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
Sandy Welch, Member, CSEA
Vicky Wyman, Member, CSEA
Brenda Garcia, Member, CSEA

3. ADOPTION OF AGENDA

Ms. Meyer moved to adopt the agenda for February 28, 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 January 17, 2012. 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.	Instructional Assistant – Special Education	35-13
b.	Nutrition Services Coordinator	36-13
c.	Autism Specialist	37-13

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.	Teacher Assistant – Bilingual	35-13
b.	Instructional Assistant – Extended Day Program	36-13
c.	Web Application Developer II	37-13
d.	School Office Assistant	38-13
e.	Instructional Assistant – Special Education	39-13
f.	Health Assistant	40-13

8. PERSONNEL DIRECTOR

Ms. Nora A. Roque highlighted the following items:

- At the Tuesday, February 26, 2013 Board meeting, NMUSD's nominees to be submitted to the County for Classified Employee of the Year were recognized. Ms. Roque briefly explained the process, gave a brief bio on all six nominees, and commented on the large turnout at the meeting in celebration of the nominees. Ms. Roque also announced that of the six nominees, Scott Matthews, Head Custodian at Harbor View Elementary School, and Kimberly Large, Transportation Dispatcher/Scheduler, have been selected to represent the County at the State level.
- Informed Commissioners that the District is issuing ID badges to all employees and requested that the Commissioners participate in this process. Appointments for the Commissioners will be made for the day of the next commission meeting.
- Acknowledged Ms. Meyer who commented on the recent CSPCA Annual Conference, attended by Ms. Meyer and members of the Personnel Commission Staff. Ms. Meyer stated how much she appreciated the speakers and the workshops that were presented. She also acknowledged that Ms. Roque was on the planning committee for the conference.

9. CLOSED SESSION

None Scheduled.

10. NEXT REGULAR MEETING DATE: March 21, 2013 at 4:00 p.m.

11. ADJOURNMENT: 4:29 p.m.