

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

October 23, 2012 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES

Mr. Kenneth Wayman, Chairperson, called the meeting to order with a silent invocation followed by the Pledge of Allegiance to the flag.

2. ROLL CALL

Kenneth L. Wayman, Chairperson
Thomas W. Henderson, Vice-Chairperson – scheduled absence
Susan G. Meyer, Commissioner
Nora A. Roque, Secretary to the Commission

STAFF PRESENT

Christi Winslow, Personnel Analyst

VISITORS PRESENT

None

3. ADOPTION OF AGENDA

Ms. Meyer moved to adopt the agenda for October 23, 2012 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 September 13, 2012 as submitted. Mr. Wayman seconded the motion and it carried unanimously.

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

There were no presentations to the Personnel Commission.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

Mr. Henderson moved to ratify the following vacancy announcement(s). Ms. Meyer seconded the motion, and it carried unanimously.

- | | |
|--|-------|
| a. Risk Management Technician | 12-13 |
| b. Instructional Assistant – Extended Day Program | 13-13 |
| c. Instructional Assistant – Behavior Analysis Interventionist | 14-13 |
| d. College Guidance Specialist | 15-13 |
| e. Custodian | 16-13 |

- | | | |
|----|---------------------------|-------|
| f. | Job Coach | 17-13 |
| g. | Campus Security Personnel | 18-13 |
| h. | Credentials Analyst | 19-13 |

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. | Instructional Assistant – Special Education – Amended | 11-13 |
| b. | Assessment Technician | 12-13 |
| c. | Maintenance Worker | 13-13 |
| d. | Head Custodian | 14-13 |
| e. | Instructional Assistant II – Technology | 15-13 |
| f. | Instructional Assistant – Behavior Analysis Interventionist | 16-13 |
| g. | Administrative Assistant II | 17-13 |
| h. | Teacher Assistant | 18-13 |
| i. | Custodian | 19-13 |

8. PERSONNEL DIRECTOR

Ms. Nora A. Roque highlighted the following items:

- Getting ready for Classified Staff Development Day, Thursday, November 1, 2012.
- Critical positions, including Director of Nutrition Services, have currently opened.

9. PUBLIC HEARING - JOINT APPOINTEE TO THE PERSONNEL COMMISSION

In accordance with 45246(f), the Personnel Commission is providing the public, employees, and employee organizations the opportunity to express their views. There were no presentations to the Personnel Commission regarding the joint appointee to the Personnel Commission.

10. APPOINTMENT OF JOINT APPOINTEE TO THE PERSONNEL COMMISSION

Ms. Meyer moved to approve Mr. Thomas Henderson as the Joint Appointee to the Personnel Commission. Mr. Wayman seconded the motion and it carried unanimously.

11. CLOSED SESSION

None Scheduled.

12. NEXT REGULAR MEETING DATE: November 29, 2012 at 4:00 p.m.

13. ADJOURNMENT: 4:08 p.m.