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

September 13, 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
Susan G. Meyer, Commissioner
Nora A. Roque, Secretary to the Commission

STAFF PRESENT

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

VISITORS PRESENT

Dr. Frederick Navarro, Superintendent, NMUSD
John Caldecott, Executive Director, Human Resources, NMUSD
Cathie Ropp, President, CSEA
Vicky Wyman, Secretary, CSEA
Sandy Welch, Treasurer, CSEA

3. ADOPTION OF AGENDA

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

4. APPROVAL OF MINUTES

Ms. Meyer moved to approve the minutes of the regular meeting of August 16, 2012 as submitted. Mr. Henderson seconded the motion and it carried unanimously.

5. INTRODUCTION OF DR. FREDERICK NAVARRO, SUPERINTENDENT, NEWPORT-MESA UNIFIED SCHOOL DISTIRCT

Nora Roque, Director, Classified Personnel, introduced Dr. Frederick Navarro, Superintendent, Newport-Mesa Unified School District to the Personnel Commission.

Dr. Navarro expressed that he was grateful for this opportunity to meet the Personnel Commissioners.

6. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

There were no presentations to the Personnel Commission.

7. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

a.	Bus Driver – Substitute	1-13
b.	Maintenance Worker	2-13
c.	Head Custodian	3-13
d.	Administrative Assistant II	4-13
e.	Preschool Site Facilitator	5-13
f.	Assessment Technician	6-13

8. CERTIFICATION OF NEW ELIGIBILITY LISTS

Ms. Meyer moved to approve the certification of the following eligibility list(s) as submitted. Mr. Henderson seconded the motion and it carried unanimously. Ms. Meyer appreciated the fact that many of the open positions were filled by promoted employees from within the district.

a.	School Administrative Assistant – Intermediate	1-13
b.	School Support Secretary	2-13
c.	Office Assistant II	3-13
d.	Maintenance & Operations Mgr. – Custodial Services & Facilities	4-13
e.	Nutrition Services Assistant II	5-13
f.	District Assessment Specialist	6-13
g.	Health Assistant	7-13
h.	Library Media Clerk	8-13

9. PERSONNEL DIRECTOR

Ms. Nora A. Roque highlighted the following items:

- Appreciation to Dr. Navarro for taking the time to attend the Personnel Commission meeting.
- Classified Staff Development Day, Thursday, November 1, 2012. Christi Winslow, Personnel Analyst, will be conducting a workshop on how to use the application system (NeoGov) and Nora will do a brief workshop on preparing yourself for an interview.
- Vicki Wyman, Treasurer, CSEA will be attending the CSPCA Merit Academy.
- Mr. Henderson's inquiry regarding filling all of the classified slots now that school is up and running, noting that currently the focus is on filling the slots that opened due to promotions; otherwise, we are fully staffed. Ms. Winslow added that there are always ongoing positions for certain classifications that have high turnover rates.

10. ANNOUNCEMENT OF INTENDED JOINT APPOINTEE TO THE PERSONNEL COMMISSION

Ms. Roque announced that Mr. Kenneth Wayman, and Ms. Susan Meyer have recommended Mr. Thomas Henderson as the Joint Appointee to the Personnel Commission.

11. CLOSED SESSION

None Scheduled.

12. NEXT REGULAR MEETING DATE: October 23, 2012 at 4:00 p.m.
NOTE: Meeting for following month tentatively scheduled for November 29, 2012.

13. ADJOURNMENT: 4:10 p.m.