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

July 19, 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

VISITORS PRESENT

Sandy Welch, Treasurer, CSEA

3. ADOPTION OF AGENDA

Ms. Meyer moved to adopt the agenda for July 19, 2012 as submitted. Mr. Henderson seconded the motion and it carried unanimously.

4. APPROVAL OF MINUTES

Mr. Henderson moved to approve the minutes of the regular meeting of June 14, 2012 as submitted. Ms. Meyer 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

In response to Ms. Meyer's questions regarding the number of supplemental questions on item 6.b.3 and 6.e.4, (Nutrition Services Positions), Ms. Roque explained that the higher level position would already have met the qualifications of the lower level position. Ms. Meyer moved to ratify the following vacancy announcement(s). Mr. Henderson seconded the motion, and it carried unanimously.

a.	District Assessment Specialist	59-12
b.	Nutrition Services Assistant I	60-12
c.	Office Assistant II	61-12
d.	Bus Driver Trainee	62-12
e.	Nutrition Services Assistant II	63-12
f.	Health Assistant	64-12
g.	Library Media Clerk	65-12
h.	Instructional Assistant – Special Education	66-12
i.	Instructional Assistant – Behavioral Analysis Interventionist	67-12
j.	Instructional Assistant – Extended Day Program	68-12

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Mr. Henderson moved to approve the certification of the following eligibility list(s) as submitted. Ms. Meyer seconded the motion and it carried unanimously.

a.	Benefits Analyst	54-12
b.	Nutrition Services Assistant I	55-12
c.	Accounting Assistant - ASB	56-12
d.	Accounting Assistant II	57-12

8. PERSONNEL COMMISSION DESIGNATION OF HEARING OFFICER

Mr. Henderson moved to approve the designation of Ms. Geraldine Jaffe as the Hearing Officer for an employee appeal per Personnel Commission Rule 6.10.3. Ms. Meyer seconded the motion and it carried unanimously.

9. PERSONNEL DIRECTOR

Ms. Nora A. Roque highlighted the following items:

- Met with the new Superintendent, Dr. Fredrick Navarro. Ms. Roque furnished Dr. Navarro with brief biographies of the current Commissioners. Dr. Navarro is planning on attending a Personnel Commission meeting in the near future.

- Staff of the Personnel Commission is currently busy with recruitment for staffing request.

10. CLOSED SESSION

None Scheduled.

11. NEXT REGULAR MEETING DATE: August 16, 2012 at 4:00 p.m.

12. ADJOURNMENT: 4:09 p.m.