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

June 14, 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

John Caldecott, Executive Director, Human Resources, NMUSD
Cathie Ropp, President, CSEA
Sandy Welch, Treasurer, CSEA

3. ADOPTION OF AGENDA

Ms. Meyer moved to adopt the agenda for June 14, 2012 as submitted. Mr. Henderson seconded the motion and it carried unanimously.

4. APPROVAL OF MINUTES

Mr. Henderson requested an amendment to the minutes of May 21, 2012, reflecting that he was present for the meeting. Ms. Meyer moved to approve the minutes of the regular meeting of May 21, 2012 as amended. Mr. Henderson 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

Ms. Meyer noted an editing error on Ref.6.a.4. Mr. Henderson moved to ratify the following vacancy announcement(s) as amended. Ms. Meyer seconded the motion, and it carried unanimously.

a.	Accounting Assistant ASB	53-12
b.	Accounting Assistant II	54-12
c.	School Administrative Assistant – Intermediate	55-12
d.	Benefits Analyst	56-12
e.	School Support Secretary	57-12
f.	M & O Manager – Custodial Services and Facilities Use	58-12

7. 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.

a.	Instructional Assistant – Extended Day Program	49-12
b.	Administrative Assistant – Confidential	50-12
c.	School Administrative Assistant – High School	51-12
d.	Bus Driver	52-12
e.	School Administrative Assistant – Elementary	53-12

8. PERSONNEL DIRECTOR

Ms. Nora A. Roque highlighted the following items:

- Success of ACE's Day Program and acknowledging the donation from Schools First, which funded the food for the event.
- Super Star Awards Program was also a successful event and well attended.
- The immediate focus of the Personnel Commission Staff will be on recruitment.

ADJOURN TO CLOSED SESSION: 4:09 p.m.

9. CLOSED SESSION

No action taken.

10. NEXT REGULAR MEETING DATE: July 19, 2012 at 4:00 p.m.

ADJOURNMENT: 4:45 p.m.