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

May 21, 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 – Absent
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 May 21, 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 April 26, 2012 as presented. Mr. Wayman seconded the motion and it carried. Mr. Henderson abstained.

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

The Public Hearing for the Personnel Commission Budget for the 2012-2013 School Year Pursuant to Education Code 45253 was opened at 4:05 p.m. The Public Hearing closed to the Public with no comments at 4:06 p.m.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

a.	School Administrative Assistant – High School	49-12
b.	School Administrative Assistant – Elementary	50-12
c.	Bus Driver	51-12
d.	Bus Driver Trainee	52-12

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.	School Bus Cover Driver	48-12

8. PROPOSED PERSONNEL COMMISION BUDGET FOR FISCAL YEAR 2012-13

The Personnel Commission Budget for Fiscal Year 2012 – 2013 was presented for adoption by the Members of the Personnel Commission. The proposed budget was presented on April 26, 2012 as an information item. Ms. Roque reported that there were no changes to the budget that was presented on April 26, 2012.

Ms. Meyer moved to adopt the Personnel Commission Budget for the fiscal year 2012-13 as presented. Mr. Henderson seconded the motion and it carried.

9. APPROVAL OF NEW JOB CLASSIFICATION OF MAINTENANCE AND OPERATIONS MANAGER – CUSTODIAL SERVICES AND FACILITIES USE

Nora Roque reviewed the need for the new classification and responded to questions from the commissioners.

Mr. Henderson moved to approve the new classification of Maintenance and Operations Manager – Custodial Services and Facilities Use, with a salary allocation at the Supervisory Salary Schedule Range of 32. Ms. Meyer seconded the motion. The motion was carried.

10. PERSONNEL DIRECTOR

Ms. Nora A. Roque highlighted the following items:

- 2011-12 retirements, noting that a large number of the retirees were at the Education Center
- Super Star Awards will be present at the Tuesday Board Meeting
- ACE's Day Program will be held on Thursday, May 24, 2012
- Summer Reading Academies to be held at Costa Mesa and Estancia Zones to aide in increasing reading levels. Clarification was also made as to how the positions would be filled.

11. CLOSED SESSION

None scheduled.

12. NEXT REGULAR MEETING DATE: June 14, 2012 at 4:00 p.m. ADJOURNMENT: 4:13 p.m.