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

April 26, 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

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

VISITORS PRESENT

John Caldecott, Executive Director, Human Resources, NMUSD
Vicky Wyman, Secretary, CSEA
Cindy Means, Member, CSEA

3. ADOPTION OF AGENDA

Ms. Meyer moved to adopt the agenda for April 26, 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 March 15, 2012 as presented. 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

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

a.	Night Custodial Supervisor	45-12
b.	HVAC/R Technician	46-12
c.	School Bus Cover Driver	47-12
d.	Administrative Assistant – Confidential	48-12

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 – Extended Day Program	43-12
b.	Instructional Assistant – Special Education – Cover	44-12
c.	Night Custodial Supervisor	45-12
d.	Credentials Technician	46-12
e.	HVAC/R Technician	47-12

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

The proposed budget was presented as an information item only. This item will be brought back to the Personnel Commission for approval at the May meeting. Ms. Meyer had questions regarding the proposed Personnel Commission Budget for the fiscal year 2012-13. Ms. Roque responded to each of Ms. Meyer's questions and provided background information on budget assumptions.

9. PERSONNEL DIRECTOR

Ms. Nora A. Roque highlighted the following items:

- Super Stars Awards Presentation and Reception scheduled for May 22, 2012 at 6:00 p.m.
- ACES Day (Appreciate Classified Employee's Day), scheduled for May 24, 2012, (Ms. Meyer will be available to participate, but Mr. Wayman will not).
- Farwell to Ms. Cynthia (Cindy) Means, former Chapter 18 CSEA President, who will be retiring.

Mr. Wayman recognized Mr. John Caldecott, Executive Director, NMUSD Human Resources, who also acknowledged Ms. Means outstanding service to the CSEA Members and to the District.

Ms. Means thanked the Personnel Commission for their service and for the opportunity to work with them for the betterment of the Classified Employees within the District. She highlighted some of her accomplishments, and how she most appreciated that during her tenure, the status and value of the Classified Employees at NMUSD had been recognized. Ms. Means also noted that during her tenure as the local CSEA President, she never felt the need to file a grievance because the District worked closely with union leadership to resolve issues.

The Personnel Commission Members also thank Ms. Means for her dedicated service to the Classified Employees of the District.

10. CLOSED SESSION

None scheduled.

11. NEXT REGULAR MEETING DATE: May 21, 2012 at 4:00 p.m. ADJOURNMENT: 4:47 p.m.