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

December 15, 2011 – 3:00 p.m.

MINUTES

1. OPENING CEREMONIES

Ms. Kenneth Wayman, Vice-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, Vice-Chairperson
Susan G. Meyer, Commissioner
Thomas W. Henderson, Commissioner
Nora A. Roque, Director of Classified Personnel

STAFF PRESENT

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

VISITORS PRESENT

Dana Black, Vice President, NMUSD Board of Education
John Caldecott, Executive Director, Human Resources
Cindy Means, President, CSEA Chapter 18
Sandy Welch, CSEA

3. ADOPTION OF AGENDA

Mr. Henderson moved to adopt the agenda for December 15, 2011 as submitted. Ms. Meyer seconded the motion and it carried unanimously.

4. APPROVAL OF MINUTES

Mr. Wayman moved to approve the minutes of the regular meeting of November 17, 2011 as presented. Mr. Henderson seconded the motion and it carried unanimously.

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

There were no presentations to the Personnel Commission.

6. PUBLIC NOTICE: REORGANIZATION

Ms. Dana Black, current Vice President of the NMUSD Board of Education administered the Oath of Office to Ms. Susan G. Meyer, Personnel Commissioner. The Board of Education approved Ms. Meyer as the CSEA appointee to the Personnel Commission at the October 25, 2011 Board Meeting. The appointment took effect at noon on December 1, 2011.

ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON, PERSONNEL COMMISSION FOR CALENDAR YEAR 2012; PERSONNEL COMMISSION RULE 2.1.2, OFFICERS.

It is recommended that the members of the Personnel Commission elect the chairperson and vice-chairperson for calendar year 2011.

Kenneth Wayman, elected Chairperson

Motion by Thomas Henderson, seconded by Susan Meyer Vote 2/0

Thomas Henderson, elected Vice-Chairperson

Motion by Susan Meyer, seconded by Kenneth Wayman Vote 2/0

7. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

a. Job Coach 34-12

8. CERTIFICATION OF NEW ELIGIBILITY LISTS

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

a. Administrative Assistant II 29-12
b. Auditorium Operations Assistant 30-12

9. PERSONNEL DIRECTOR

Ms. Nora A. Roque, expressed her appreciation to the Board and Ms. Dana Black in their continued participation in the activities of the Personnel Commission, and especially for administering the Oath of Office to Ms. Meyer. She also welcomed Ms. Meyer to the commission, thanked the commissioners for their services and encouraged their continued input and questions.

10. WELCOME TO INCOMING PERSONNEL COMMISSIONER

The members of the Personnel Commission, staff members and CSEA members welcomed Susan G. Meyer as the new the California School Employees Association's appointee to the Personnel Commission. Light refreshments were served after adjournment.

11. CLOSED SESSION

None scheduled.

12. NEXT REGULAR MEETING DATE: January 31, 2012 at 4:00 p.m. ADJOURNMENT: 4:10 p.m.