

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

October 6, 2011 – 4:05 p.m.

MINUTES

1. OPENING CEREMONIES

Ms. Katherine Infantino, Chairperson, called the meeting to order with a silent invocation followed by the Pledge of Allegiance to the flag.

2. ROLL CALL

Katherine Infantino, Chairperson
Kenneth L. Wayman, Vice-Chairperson
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

Cindy Means, President, CSEA Chapter 18
Sandy Welch, CSEA
John Caldecott, Executive Director, Human Resources

3. ADOPTION OF AGENDA

Mr. Wayman moved to adopt the agenda for October 6, 2011 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 August 25, 2011 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

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

a. Teacher Assistant - Bilingual	13-12
b. Nutrition Services Assistant II	14-12
c. Office Assistant II	15-12
d. Instructional Assistant I – Technology	16-12
e. Bus Driver Substitutes	17-12
f. Preschool Site Facilitator	18-12
g. Custodian	19-12
h. Health Assistant	20-12
i. Nutrition Services Assistant I	21-12
j. Office Assistant III	22-12
k. Campus Security Personnel	23-12
l. Lead Behavior Analysis Interventionist	24-12
m. Job Developer	25-12
n. School Support Secretary	26-12

7. 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. Instructional Assistant – Special Education	06-12
b. Delegated Behind the Wheel Trainer	07-12
c. Head Custodian	08-12
d. Instructional Assistant – Behavior Analysis Interventionist - Merged	09-12
e. Job Coach	10-12
f. Instructional Assistant – Extended Day Program	11-12
g. Campus Security Personnel	12-12
h. Instructional Assistant – Special Education	13-12
i. School Administrative Assistant – High School	14-12
j. Preschool Teacher Assistant	15-12
k. Teacher Assistant	16-12
l. Nutrition Services Assistant II	17-12
m. Office Assistant II	18-12
n. Instructional Assistant I – Technology	19-12
o. Nutrition Assistant I	20-12

8. PERSONNEL DIRECTOR

Ms. Nora A. Roque, Director of Classified Personnel presented the Commissioners with guest cards for any home athletic contest sponsored by the Newport-Mesa Unified School District for the 2011 – 2012 school year.

Ms. Roque also distributed copies of the Classified Staff Development Day brochures to the Commissioners for their review, and she emphasized the great offerings available to staff this year. She thanked V-Esther Caldwell for her work in creating the brochure.

9. CLOSED SESSION

None Scheduled

10. NEXT REGULAR MEETING DATE: November 17, 2011 at 4:00 p.m. **ADJOURNMENT:** 4:11 p.m.