

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 9, 2011 – 3:00 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

3. ADOPTION OF AGENDA

Mr. Wayman moved to adopt the agenda for June 9, 2011 as amended. Mr. Henderson seconded the motion and it carried.

4. APPROVAL OF MINUTES

Mr. Henderson moved to approve the minutes of the regular meeting of May 19, 2011 as presented. Mr. Wayman 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

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

- | | | |
|----|--|-------|
| a. | Bus Driver Trainee | 58-11 |
| b. | Nutrition Services Supervisor – Promotional Only | 59-11 |
| c. | College Guidance Specialist | 60-11 |
| d. | Occupational Therapist | 61-11 |
| e. | Instructional Assistant – Special Education SUBSTITUTE | 62-11 |

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.

- | | | |
|----|---|-------|
| a. | Instructional Assistant – Special Education | 55-11 |
| b. | Job Developer | 56-11 |
| c. | Welder/Machine Technician | 57-11 |

8. APPROVAL OF NEW JOB CLASSIFICATION OF AUTISM SPECIALIST

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

Mr. Wayman moved to approve the new classification of Autism Specialist in the Special Education Department with a salary allocation at the Classified Salary Schedule Range 61. Mr. Henderson seconded the motion. The motion was carried.

9. PERSONNEL DIRECTOR

Ms. Nora A. Roque, Director of Classified Personnel highlighted the following items:

- Retirement celebrations for key NMUSD personnel: June 9, 2011 - Tom Antal (Director Secondary Curriculum & Instruction), and Steve Glycer (Director, Career Technical Education). Next week for Bonnie Swann (Executive Director, K – 6 Curriculum & Instruction).

10. CLOSED SESSION

None Scheduled

11. NEXT MEETING DATE: July 21, 2011 at 4:00 p.m. **ADJOURNMENT:** 3:10 p.m.