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 19, 2011 – 1:03 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

Sandy Welch, CSEA
Cindy Means, President, CSEA Chapter 18

3. ADOPTION OF AGENDA

Mr. Wayman moved to adopt the agenda for April 14, 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 April 14, 2011 as presented. Mr. Wayman seconded the motion and it carried.

Mr. Wayman moved to approve the minutes of the special closed session meeting of November 2, 2010 as presented. Mr. Henderson seconded the motion and it carried.

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

The Public Hearing for the Personnel Commission Budget for the 2011-2012 School Year Pursuant to Education Code 45253 was opened at 1:05 p.m. The Public Hearing closed to the Public with no comments at 1:06 p.m.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

a.	Welder-Machine Technician	56-11
b.	Job Developer	57-11

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

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

a.	Instructional Assistant – Behavior Analysis Interventionist	50-11
b.	Head Custodian	51-11
c.	Instructional Assistant – Special Education – Cover	52-11
d.	HV AC/R Technician	53-11
e.	Instructional Assistant – Extended Day Programs	54-11

8. PROPOSED PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2011-12

The Personnel Commission Budget for Fiscal Year 2011 – 2012 was presented for adoption by the Members of the Personnel Commission. The proposed budget was presented on April 14, 2011 as an information item. Ms. Roque reported that nothing had changed in the budget that was presented on April 14, 2011.

Mr. Henderson moved to adopt the Personnel Commission Budget for the fiscal year 2011-12 as presented. Mr. Wayman seconded the motion and it carried.

9. PERSONNEL DIRECTOR

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

- The success of the ACES Day Program which was held earlier today, May 19, 2011 and thanked all the Commissioners for their participation.
- Ms. Roque has scheduled school visits/tours to all schools within the district with a focus on classified staff, to be completed by the end of this school year. In the future, Cindy Means will accompany her on these visits.
- Super Stars Awards Presentation and Reception has been changed to May 24, 2011 at 6:00 p.m. (Ms. Infantino and Mr. Wayman will be in attendance. Mr. Henderson will let us know if he will be able to attend.)

10. CLOSED SESSION

None Scheduled

11. NEXT MEETING DATE: June 9, 2011 at 3:00 p.m. **ADJOURNMENT:** 1:16 p.m.