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 14, 2011 – 4:02 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 submitted. Mr. Henderson seconded the motion and it carried.

4. APPROVAL OF MINUTES

Mr. Henderson moved to approve the minutes of the regular meeting of March 17, 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	49-11
b.	HVAC/R Technician	54-11
c.	Bus Driver – Substitute	55-11

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.	Administrative Assistant – Confidential	49-11
b.	Instructional Assistant – Behavior Analysis Interventionist	50-11

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

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. Roque reviewed the major changes to the budget, with focus on the reduction of the advertising budget line item.

9. PERSONNEL DIRECTOR

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

- ACES Day is scheduled for May 19, 2011 (Appreciate Classified Employees' Service Day). Ms. Roque outlined the schedule for the day: Job Shadowing is 8:00 – 11:30 a.m. and lunch will begin at 11:30 a.m.
- Classified Employee Week is May 15 – May 21, 2011.
- Super Stars Awards Presentation and Reception has been changed to May 24, 2011 at 6:00 p.m.
- Annual retirement celebration and reception will be held on June 14, 2011, at 5:15 p.m.

With permission from the Commission, Cindy Means announced that CSEA, Chapter 18 would be holding an Ice Cream Social on Thursday, May 5, 2011 at 5:00 p.m. in the N-MUSD boardroom. Annual Scholarships will be announced and there will be door prizes. The Commissioners were invited to attend.

10. CLOSED SESSION

None Scheduled

11. NEXT MEETING DATE: May 19, 2011 at 1:00 p.m. **ADJOURNMENT:** 4:17 p.m.