

**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

February 17, 2011 – 4:00 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, Chairperson  
Nora A. Roque, Director of Classified Personnel

**STAFF PRESENT**

Christi Winslow, Personnel Analyst

**VISITORS PRESENT**

Sandy Welch

**3. ADOPTION OF AGENDA**

Mr. Wayman moved to adopt the agenda for February 17, 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 January 13, 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. | Teacher Assistant Bilingual             | 42-11 |
| b. | HVAC-R Technician                       | 43-11 |
| c. | Health Assistant                        | 44-11 |
| d. | Preschool Site Facilitator              | 45-11 |
| e. | Administrative Assistant – Confidential | 46-11 |
| f. | Teacher Assistant                       | 47-11 |
| g. | Office Assistant II (Spanish needed)    | 48-11 |

## **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. | Library Media Clerk   | 36-11 |
| b. | Maintenance Carpenter | 37-11 |
| c. | Office Assistant II   | 38-11 |
| d. | Office Assistant III  | 39-11 |
| e. | Custodian             | 40-11 |

Mr. Wayman had a question regarding the purpose of the supplemental questions associated with the vacancy announcements. Nora Roque explained that they were used as a way to prescreen applicants. Chairperson Infantino asked how helpful this process had been. Christi Winslow explained how using the right questions filters out nonqualified candidates electronically, allowing her more time to focus on the qualified applicants.

## **8. PERSONNEL DIRECTOR**

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

- Ms. Roque's plans to attend the CSPCA Annual Conference in Sacramento, CA on February 25<sup>th</sup> and 26<sup>th</sup>. John Caldecott, Executive Director of Human Resources, will be making a presentation at that conference.
- Super Stars Awards Presentation and Reception has been moved from March 8, 2011 to May 10, 2011 at 6:00 p.m.
- Newport Beach Chamber of Commerce Mentor for a Day program will be held on March 24, 2011
- NMUSD Casual Labor Program, where hourly employees with less than 5 years of service, who do not have vacation time available to cover during times when schools are closed, are offered opportunities to work at other locations to supplement their income. Looking to utilize CSEA to help in promoting this program.
- The four zone Professional Learning Communities/Best Practices Study Sessions were completed at the 02/15/2011 Board Meeting.

**9. CLOSED SESSION** – Convened closed session at 4:10 p.m.

Per Government Code Section 54956.9, subdivision (a), staff provided an update on existing litigation; Christian Swanson v. Personnel Commission of the Newport-Mesa Unified School District. No action was taken in closed session.

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