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

November 18, 2010 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES

Mr. Thomas Henderson, Chairperson, called the meeting to order with a silent invocation followed by the Pledge of Allegiance to the flag.

2. ROLL CALL

Thomas W. Henderson, Chairperson
Katherine Infantino, Vice-Chairperson
Kenneth L. Wayman, Commissioner
Nora A. Roque, Director of Classified Personnel

STAFF PRESENT

Christi Winslow, Personnel Analyst
V-Esther Caldwell, Administrative Assistant/Confidential – Personnel Commission

VISITORS PRESENT

John R. Caldecott, Executive Director, Human Resources
Cindy Means, President, CSEA Chapter 18

3. ADOPTION OF AGENDA

Mr. Wayman moved to adopt the agenda for November 18, 2010 as submitted. Ms. Infantino seconded the motion and it carried.

4. APPROVAL OF MINUTES

Ms. Infantino moved to approve the minutes of the regular meeting of October 21, 2010 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. Ms. Infantino seconded the motion and it carried.

a.	Head Custodian	30-11
b.	Office Assistant II	31-11
c.	Bus Driver Trainee	32-11
d.	Behavior Analysis Interventionist	33-11
e.	Instructional Assistant – Special Education	51-11
f.	College Guidance Specialist - CANCELLED	52-11
g.	Bus Driver	53-11

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

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

a.	Maintenance Painter	21-11
b.	Nutrition Service Assistant I	22-11
c.	Executive Director, Human Resources	23-11
d.	Director, Classified Personnel	24-11

8. PERSONNEL DIRECTOR

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

- Approval of Kenneth Wayman to the Personnel Commission at the November 9, 2010 Board Meeting
- Change in Board Members: Newly elected – Katrina Folley; Returning – Judy Franco; and a reception was held for the departing board member, Michael Collier. The oath of office for new members will be during the December 14, 2010 Board Meeting.

With permission from the board, Mr. Caldecott welcomed Nora Roque as the new Director of Classified Personnel. He also stated that all open HR positions have been filled and the HR team is at full capacity with 22 employees.

9. CLOSED SESSION

None

10. NEXT MEETING DATE: November 18, 2010 at 4:00 p.m. **ADJOURNMENT:** 4:18 p.m.