NEWPORT-MESA UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission
Regular Meeting of the Personnel Commission
2985-A Bear Street, Superintendent's Conference Room, Costa Mesa, CA 92626

October 21, 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
John R. Caldecott, Secretary to the Commission - Absent
Patricia Landau, Interim 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 October 21, 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 September 2, 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.	Bus Monitor	09-11
b.	Updated Instructional Assistant – Special Education - Cover	22-11
c.	Bilingual Office Assistant	23-11
d.	Maintenance Painter	24-11
e.	Campus Security Personnel – Male*	25-11
f.	Nutrition Services Assistant I	26-11
g.	Director, Classified Personnel	27-11
h.	Bus Driver - Substitute	28-11
i.	Administrative Assistant II	29-11

*Corrected Title

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.	Vehicle & Equipment Mechanic	15-11
b.	Student Records Technician	16-11
c.	Instructional Assistant – Special Education	17-11
d.	Instructional Assistant – Behavior Analysis Interventionist	18-11
e.	Campus Security Personnel	19-11
f.	Human Resources Technician	20-11

8. PERSONNEL DIRECTOR

Ms. Patricia Landau, Interim Director of Classified Personnel highlighted the following coming events:

1. Super Star Awards Presentation and Reception on October 26, 2010
2. Preliminary interviews for the position of Director of Classified Personnel scheduled for October 29, 2010 and subsequent interviews by Personnel Commission for November 2, 2010 @ 1:00 p.m.
3. Staff Development Day, November 1, 2010

Upon invitation from Ms. Landau, Cindy Means commented that three NMUSD employees were attending the Merit Academy, (Nora Roque, V-Esther Caldwell and herself).

9. CLOSED SESSION

None

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