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

July 22, 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

STAFF PRESENT

Christi Winslow, Administrative Assistant/Confidential – Personnel Commission
Andrea Rohrer, Personnel Analyst

VISITORS PRESENT

Elizabeth I. Novack, Assistant Superintendent, Human Resources
Cindy Means, President - CSEA

3. ADOPTION OF AGENDA

Ms. Infantino moved to adopt the agenda for July 22, 2010 as submitted. Mr. Wayman seconded the motion and it carried.

4. APPROVAL OF MINUTES

Mr. Wayman moved to approve the minutes of the regular meeting of June 30, 2010 as presented. Ms. Infantino 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

Ms. Infantino moved to ratify the following vacancy announcement(s) as amended with the title of School Attendance Assistant (Item 7.g) to School Attendance Technician. Mr. Wayman seconded the motion and it carried.

a.	Instructional Assistant – Applied Behavior Analysis	48-10
b.	Campus Security Personnel - Male	49-10
c.	Teacher Assistant	50-10
d.	Transportation Dispatcher-Scheduler	01-11
e.	Transportation Operations Supervisor	02-11
f.	School Office Assistant	03-11
g.	School Attendance ~~Assistant~~ Technician	04-11
h.	Administrative Assistant/Confidential – Personnel Commission	05-11
i.	Instructional Assistant – Extended Day Programs	07-11

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.	Instructional Assistant – Behavior Analysis Interventionist	01-11

8. APPROVAL OF MODIFICATION OF THE TRANSPORTATION OPERATIONS SUPERVISOR JOB CLASSIFICATION

Ms. Infantino moved to approve the modification of the class description for the position of Transportation Operations Supervisor with no change in salary allocation. Mr. Wayman seconded the motion and it carried.

9. PERSONNEL DIRECTOR

Mr. Caldecott recognized Andi Rohrer for her excellent service to Newport-Mesa Unified School District during her years of service. Mr. Caldecott and the members of the personnel commission wished Andi well! At the same time, Mr. Caldecott recognized and introduced Christi Winslow as the department's new Personnel Analyst.

Mr. Caldecott informed the Commissioner's of an upcoming conference that he will attend and be a presenter. The California School Boards Association invited him to present a seminar on the Top Three Things a Board of Education and a Superintendent Need to Know About a Merit System.

Mr. Caldecott also went over the timeline of the Board's process for appointing a Personnel Commissioner for another term. Mr. Wayman indicated at the last meeting he was interested; Mr. Caldecott has moved forward and has informed the Superintendent of Mr. Wayman's wish to continue as a Commissioner. The notice of intended appointee will be on the September 24th Board Agenda followed by a hearing and subsequent appointment at the November 9th meeting.

10. CLOSED SESSION

None

11. NEXT MEETING DATE: September 2, 2010 at 4:00 p.m. **ADJOURNMENT** 4:13 p.m.