

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

December 10, 2009

3:00 p.m.

MINUTES

1. OPENING CEREMONIES

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

2. ROLL CALL

Kenneth L. Wayman, Chairperson
Thomas W. Henderson, Vice-Chairperson
Katherine Infantino, Commissioner
John R. Caldecott, Secretary to the Commission

STAFF PRESENT

Christi Winslow, Administrative Assistant/Confidential – Personnel Commission
Andrea D. Rohrer, Personnel Analyst
Carol Carter, Human Resources Technician

VISITORS PRESENT

Elizabeth I. Novack, Ph.D., Assistant Superintendent, Human Resources
Cindy Means, CSEA President
Dana Black, Member, Board of Education

3. ADOPTION OF AGENDA

Ms. Infantino moved to adopt the agenda for December 10, 2009 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 October 22, 2009 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. PUBLIC NOTICE: REORGANIZATION

Dana Black, former President and current Member, NMUSD Board of Education, invited by John R. Caldecott, Director of Classified Personnel, administered the Oath of Office to Mr.

Thomas Henderson, Personnel Commissioner. Mr. Henderson was reappointed by the Personnel Commission at the October 22nd meeting, as the joint appointee. The appointment took effect at noon on December 1, 2009.

Personnel Commission Oath: "I, Thomas Henderson, do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of my position as a Newport-Mesa USD Personnel Commissioner of which I am about to enter."

ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON, PERSONNEL COMMISSION FOR CALENDAR YEAR 2010; PERSONNEL COMMISSION RULE 2.1.2, OFFICERS.

It is recommended that the members of the Personnel Commission elect the chairperson and vice-chairperson for calendar year 2010.

Thomas Henderson, elected Chairperson

Motion by Ms. Infantino, seconded by Mr. Wayman Vote 2/0

Katherine Infantino, elected Vice-Chairperson

Motion by, Mr. Wayman, seconded by Mr Henderson Vote 2/0

7. RATIFICATION OF VACANCY ANNOUNCEMENTS

Mr. Wayman moved to ratify the following vacancy announcements as submitted.
Ms. Infantino seconded the motion and it carried.

- | | |
|---|-------|
| a. Senior Systems Engineer | 18-10 |
| b. Instructional Assistant I – Technology | 19-10 |
| c. School Office Assistant | 20-10 |
| d. Bus Driver | 21-20 |

8. CERTIFICATION OF NEW ELIGIBILITY LISTS

Ms. Infantino moved to approve the certification of the following eligibility lists as submitted.

Mr. Wayman seconded the motion and it carried.

- | | |
|--|-------|
| a. Health Assistant | 23-10 |
| b. School Office Assistant | 24-10 |
| c. Instructional Assistant – Applied Behavior Analysis | 25-10 |

9. ANNUAL REPORT

The Annual Report for 2008-2009 was distributed. Mr. Caldecott highlighted some of the statistical information:

- Although we have seen a decrease in the number of job vacancies, we have had about the same number of applications; Eligible lists have been certified with quality people.
- About one third of the open jobs were filled from within as promotions, which is a higher ratio than previously seen; One of the core principles of the merit system is to promote from within.

Mr. Wayman inquired about the voluntary demotions: This was largely due to the closing of the grants for Project ASK, where more highly qualified people were offered other opportunities in classified service.

Ms. Infantino inquired about the decrease in advertising costs: This is due to using the NeoGov online software application system where information is electronically sent to other agencies, school districts and county offices, which also use this system.

Ms. Infantino moved to approve the annual report. Mr Wayman seconded the motion and the item carried.

10. PERSONNEL DIRECTOR

The Director had nothing else to report at this time.

11. CLOSED SESSION - None

13. NEXT MEETING DATE: January 21, 2010 at 4:00 p.m. ADJOURNMENT 3:21 P.M.