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

July 15, 2009
5:30 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. COMMISSIONERS PRESENT

Kenneth L. Wayman, Chairperson
Thomas W. Henderson, Vice-Chairperson
Katherine Infantino, Commissioner

STAFF PRESENT

John R. Caldecott, Secretary to the Commission
Christi Winslow, Administrative Assistant/Confidential – Personnel Commission
Andrea D. Rohrer, Personnel Analyst

VISITORS PRESENT

Cindy Means, President, CSEA – Chapter 18
Elizabeth I. Novack, Ph.D., Assistant Superintendent, Human Resources

3. ADOPTION OF AGENDA

Mr. Henderson moved to adopt the agenda for July 15, 2009 as presented. Ms. Infantino seconded the motion and it carried.

4. APPROVAL OF MINUTES

Ms. Infantino moved to approve the minutes of the regular meeting of June 18, 2009 as presented. Mr. Henderson 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. Henderson moved to ratify the following vacancy announcements as submitted. Ms. Infantino seconded the motion and it carried.

a.	Job Coach	46-09
b.	Health Assistant	47-09
c.	Head Custodian	48-09
d.	Instructional Assistant / Extended Day Programs	49-09
e.	Job Developer	50-09
f.	Library Media Clerk	51-09

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Ms. Infantino moved to approve the certification of the following eligibility lists as submitted. Mr. Henderson seconded the motion and it carried.

a.	Accounting Supervisor	60-09
b.	High School Plant Supervisor	61-09
c.	Preschool Site Facilitator	62-09
d.	Instructional Assistant / Applied Behavior Analysis	63-09
e.	Instructional Assistant / Special Education	64-09
f.	Warehouse Worker I	65-09
g.	Nutrition Services Assistant I	01-10
h.	School Support Secretary	02-10

8. APPROVAL OF NEW CLASSIFICATION OF LEAD TECHNOLOGY SUPPORT TECHNICIAN

Ms. Infantino moved to approve the new classification as submitted for Lead Technology Support Technician. Mr. Henderson seconded the motion and it carried.

9. APPROVAL OF NEW CLASSIFICATION OF ASSISTANT DIRECTOR OF INFORMATION TECHNOLOGY

Mr. Henderson moved to approve the new classification of Assistant Director of Information Technology as submitted. Ms. Infantino seconded the motion and it carried.

10. APPROVAL OF CLASSIFICATION MODIFICATION OF NUTRITION SERVICES ASSISTANT II

Mr. Henderson moved to approve the modification of the classification of Nutrition Services Assistant II as submitted. Ms. Infantino seconded the motion and it carried.

11. APPROVAL OF CLASSIFICATION MODIFICATION OF NUTRITION SERVICES ASSISTANT III

Ms. Infantino moved to approve the modification of the classification of Nutrition Services Assistant III as submitted. Mr. Henderson seconded the motion and it carried.

12. PERSONNEL DIRECTOR

The Director reviewed the process of Appointing Commissioners and announced that Mr. Henderson would like to continue in his role as the Joint Appointee Commissioner.
The Director discussed the request for a change in the time of these commission meetings and it was concluded that a 4:00 PM start time would work well for the commissioners and the staff.
The Director also discussed that there would not be a need for an August meeting.

13. CLOSED SESSION

There was no closed session at this meeting.

14. NEXT MEETING DATE: _____ ADJOURNMENT _____ P.M.