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

April 16, 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

VISITORS PRESENT

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

3. ADOPTION OF AGENDA

Ms. Infantino moved to adopt the agenda for April 16, 2009 as presented. Mr. Henderson seconded the motion and it carried.

Mr. Caldecott asked that the adjournment of the meeting be in memory of Dana Black's father.

4. APPROVAL OF MINUTES

Mr. Henderson moved to approve the minutes of the regular meeting of March 12, 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. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

a.	Campus Security Personnel – Female	34-09
b.	Instructional Assistant / Applied Behavior Analysis	35-09
c.	Occupational Therapist	36-09

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.	Instructional Assistant / Special Education	52-09
b.	Instructional Assistant / Extended Day Programs	53-09
c.	Night Custodial Supervisor	54-09
d.	Campus Security Personnel - Female	55-09
e.	Instructional Assistant / Applied Behavior Analysis	56-09

8. PROPOSED PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2009-10

The proposed budget was presented as an information item only. This item will be brought back to the Personnel Commission for approval at the May meeting. Mr. Caldecott reported that the primary difference in the current and next year's proposed budget is that our personnel expenses have gone down. Mr. Henderson commented on the reduction in workers' compensation expenses and the director complemented JoAnn Hurtt on her work to tighten up the process of workers' compensation.

9. APPROVE TITLE CHANGES and CLASSIFICATION MODIFICATIONS OF: DIRECTOR OF OUTREACH ADVOCACY PROGRAMS to DIRECTOR OF CHILD WELFARE AND ATTENDANCE, COORDINATOR OF OUTREACH ADVOCACY II to COORDINATOR OF SCHOOL/COMMUNITY RELATIONS AND COORDINATOR OF OUTREACH ADVOCACY III to COORDINATOR OF COMMUNITY OUTREACH.

Ms. Infantino moved to approve the title changes as submitted.
Mr. Henderson seconded the motion and it carried.

10. PERSONNEL DIRECTOR

Mr. Caldecott described the ACE (Appreciating Classified Employees) Program and all of the Commissioners signed up to participate. The Director mentioned an employee, Jan Reid, who is being honored by the County Department of Education as a Nutrition Services Classified Employee of the Year. The Director described the Newport Beach Chamber of Commerce Mentor-A-Day Program and his experiences of going to a job site with a student. The Commissioners were invited to the CSEA Ice Cream Social on Thursday May 14th. The Director announced that the Principal for the Davis Magnet School is Kevin Rafferty.

11. CLOSED SESSION

There was no closed session at this meeting.

12. NEXT MEETING DATE: May 13, 2009 ADJOURNMENT: 5:55 p.m.

The Personnel Commission Meeting will be held in the Classified Personnel Testing Room, at 2985-A Bear Street, Costa Mesa, California 92626.