

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
5:30 p.m.
November 17, 2005

MINUTES

1. OPENING CEREMONIES

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

2. COMMISSIONERS PRESENT

Mark Soden, Jr., Chairperson
Kenneth L. Wayman, Vice-Chairperson
Thomas W. Henderson, Commissioner

STAFF PRESENT

John R. Caldecott, Secretary to the Commission
Marla K. Loffelmacher, Administrative Assistant III – PC
Andi Rohrer, Personnel Analyst

VISITORS PRESENT

Derek Kinsey, Second Vice-President, CSEA

3. ADOPTION OF AGENDA

Mr. Wayman moved to adopt the agenda for November 17, 2005 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 20, 2005 as submitted. Mr. Soden, Jr., seconded the motion as amended 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 announcements as submitted.
Mr. Henderson, seconded the motion and it carried.

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|----|--|-------|
| a. | Accounting Assistant III | 44-06 |
| b. | Student Records Technician | 45-06 |
| c. | Vehicle and Equipment Maintenance Supervisor | 46-06 |
| d. | School Office Assistant and Office Assistant III | 47-06 |
| e. | Bus Driver Open and Continuous | 48-06 |
| f. | Preschool Teacher Assistant | 49-06 |
| g. | Bus Driver Trainee | 50-06 |

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Mr. Henderson moved to approve the certification of the following eligibility lists. Mr. Wayman, seconded the motion and it carried.

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|----|---|-------|
| a. | Teacher Assistant | 42-06 |
| b. | Teacher Assistant/Bilingual | 43-06 |
| c. | Health Assistant | 44-06 |
| d. | Inst. Asst./ Special Ed. | 45-06 |
| e. | Office Assistant I | 46-06 |
| f. | Office Assistant II and School Office Assistant | 47-06 |
| g. | Preschool Teacher | 48-06 |
| h. | School Registrar II | 49-06 |
| i. | School Attendance Assistant | 50-06 |
| j. | School Support Secretary | 51-06 |
| k. | Director of Outreach Advocacy Program | 52-06 |
| l. | Coordinator of Outreach Advocacy | 53-06 |
| m. | Inst. Asst./ Child Care | 54-06 |
| n. | Job Developer | 55-06 |
| o. | Custodian | 56-06 |

8. FAREWELL TO OUTGOING PERSONNEL COMMISSIONER

Mr. Caldecott, staff and members of the Personnel Commission thanked Mr. Mark Soden, Jr., for his more than three years serving as a Personnel Commissioner as California School Employee's Association, Chapter 18. Comments were made that Mr. Soden, Jr., was a great Commissioner and served diligently and with professionalism.

9. PERSONNEL DIRECTOR

Mr. Caldecott recognized Ms. Andi Rohrer for her diligence in her efforts regarding recruitment and selection – especially for the positions of Director of Outreach Advocacy and Coordinator of Outreach Advocacy.

Mr. Caldecott gave a brief overview of the Classified Staff Development Day that was held on October 31, 2005, at National University. He thanked Ms. Marla Loffelmacher for organizing this event.

10. CLOSED SESSION

Closed Session was not held.

11. NEXT MEETING DATE: November 17, 2005 @ 5:30 p.m. ADJOURNMENT 5:50 p.m.

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