

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
5:30 p.m.
January 17, 2008

MINUTES

1. OPENING CEREMONIES

Ms. Katherine Infantino, Chairperson, called the meeting to order with a silent invocation followed by the Pledge of Allegiance to the flag.

2. COMMISSIONERS PRESENT

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

STAFF PRESENT

John R. Caldecott, Secretary to the Commission
Marla K. Loffelmacher, Administrative Assistant - C- PC
Andrea Rohrer, Personnel Analyst

VISITORS PRESENT

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

3. ADOPTION OF AGENDA

Mr. Wayman moved to adopt the agenda for January 17, 2008 as presented. Mr. Henderson seconded the motion and it carried.

4. APPROVAL OF MINUTES

Mr. Henderson moved to approve the minutes of the regular meeting of December 5, 2007 as presented. Mr. Wayman 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. Wayman moved to ratify the following vacancy announcements as submitted.
Mr. Henderson seconded the motion and it carried.

- a. Lead Instructional Assistant/Extended Day Programs 55-08
- b. Accounting Assistant III 56-08
- c. Human Resources Technician 57-08

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Mr. Henderson moved to approve the certification of the following eligibility lists as amended – Administrative Assistant to Administrative Assistant II. Mr. Wayman seconded the motion and it carried.

- a. Instructional Assistant/Special Education 64-08
- b. Early Literacy Coach 65-08
- c. Health Assistant 66-08
- d. Preschool Teacher Assistant 67-08
- e. Administrative Assistant II 68-08
- f. Teacher Assistant 69-08
- g. Grounds Equipment Operator 70-08
- h. Instructional Assistant I – Technology 71-08

8. ANNUAL REPORT

The Annual Report for 2006-2007 was distributed as an information item only.

9. PERSONNEL DIRECTOR

Mr. Caldecott gave an overview of the budget for the State of California and what it may mean to school districts throughout California. Newport-Mesa Unified is on firm ground and is very fortunate that Paul Reed is our Deputy Superintendent/Chief Business Official.

10. CLOSED SESSION

The regular meeting was adjourned for closed session at 5:46 p.m. with the following action:

The members of the Personnel Commission took unanimous action to accept the Hearing Officer's recommendation of a five day suspension without pay in a classified employee matter.

11. NEXT MEETING DATE: February 28, 2008 @ 5:30 p.m. ADJOURNMENT: 6:00 p.m.

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