

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
5:31 p.m.
February 28, 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
Jeffrey C. Hubbard, Superintendent
Elizabeth I. Novack, Assistant Superintendent, Human Resources

3. ADOPTION OF AGENDA

Mr. Henderson moved to adopt the agenda for February 28, 2008 as presented. Mr. Wayman seconded the motion and it carried.

4. APPROVAL OF MINUTES

Mr. Wayman moved to approve the minutes of the regular meeting of January 17, 2008 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.
Mr. Wayman seconded the motion and it carried.

- | | | |
|----|----------------------------------------------------|-------|
| a. | School Support Secretary | 58-08 |
| b. | Maintenance Locksmith | 59-08 |
| c. | School Readiness Program Facilitator | 60-08 |
| d. | Custodian – Substitute | 61-08 |
| e. | Lead Instructional Assistant/Extended Day Programs | 62-08 |

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

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

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|----|----------------------------------------------------|-------|
| a. | Instructional Assistant/Special Education | 72-08 |
| b. | Instructional Assistant/Extended Day Programs | 73-08 |
| c. | Bus Driver | 74-08 |
| d. | Lead Instructional Assistant/Extended Day Programs | 75-08 |
| e. | Human Resources Technician | 76-08 |
| f. | Preschool Teacher | 77-08 |
| g. | Accounting Assistant III | 78-08 |

8. PERSONNEL DIRECTOR

Mr. Caldecott gave a brief report on the California School Personnel Commissioners Association conference he attended in the Bay area where he presented a workshop on Positive Performance Planning – A New Strategy. The workshop was well received by attendees and was of great interest to even the most seasoned director. The Positive Performance Model is a new concept that is designed to promote positive performance.

Mr. Caldecott also shared that Ms. Cindy Means, President, CSEA Chapter 18, thought of a wonderful idea; that was to have the Director's business card and her card made into one, demonstrating the collaborative working relationship between the District and CSEA. The workshop attendees were impressed by this concept.

Mr. Caldecott informed the members of the Personnel Commission that Ms. Means received a DVD of the Appreciating Classified Employees (ACE) program that was made by CSEA (state level) from May 2007. Mr. Caldecott stated that we would show the DVD at our next Personnel Commission meeting March 20, 2008.

9. CLOSED SESSION

The meeting adjourned to closed session at 5:36 p.m. Closed session adjourned at 5:48 p.m.
No action taken.

10. NEXT MEETING DATE: March 20, 2008 @ 5:30 p.m. ADJOURNMENT: 5:48 p.m.

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