

**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.  
March 20, 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

**VISITOR PRESENT**

Cindy Means, President, CSEA – Chapter 18

**3. ADOPTION OF AGENDA**

Mr. Henderson moved to adopt the agenda for March 20, 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 February 28, 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. Wayman moved to ratify the following vacancy announcements as submitted.  
Mr. Henderson seconded the motion and it carried.

- |    |   |       |
|----|---|-------|
| a. | Grounds Maintenance Worker                              | 63-08 |
| b. | Library Media Technician                                | 64-08 |
| c. | District Attendance Technician                          | 65-08 |
| d. | School Administrative Assistant-Elementary/Intermediate | 66-08 |

**7. CERTIFICATION OF NEW ELIGIBILITY LISTS**

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

- |    |  |       |
|----|--|-------|
| a. | Electronics Technician                               | 79-08 |
| b. | Lead Instructional Assistant – Extended Day Programs | 80-08 |
| c. | School Support Secretary                             | 81-08 |
| d. | Instructional Assistant- Extended Day Programs       | 82-08 |
| e. | Instructional Assistant/Special Education            | 83-08 |

**8. PERSONNEL DIRECTOR REPORT – No Report**

**9. CLOSED SESSION - None**

**10. NEXT MEETING DATE: April 24, 2008      ADJOURNMENT: 5:53 p.m.**

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