

**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  
5:32 p.m.  
April 24, 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, Vice-President, CSEA – Chapter 18  
Elizabeth I. Novack, Assistant Superintendent, Human Resources

**3. ADOPTION OF AGENDA**

Mr. Wayman moved to adopt the agenda for April 24, 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 March 20, 2008 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. Henderson moved to ratify the following vacancy announcements as submitted.  
Mr. Wayman seconded the motion and it carried.

- |    |                                |       |
|----|--------------------------------|-------|
| a. | Occupational Therapist         | 67-08 |
| b. | Head Custodian                 | 68-08 |
| c. | Vehicle and Equipment Mechanic | 69-08 |
| d. | Technology Support Technician  | 70-08 |
| e. | Summer School Vacancy List     | 71-08 |

**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.

- |    |   |       |
|----|---|-------|
| a. | Maintenance Locksmith                     | 84-08 |
| b. | School Readiness Program Facilitator      | 85-08 |
| c. | Instructional Assistant/Special Education | 86-08 |
| d. | Library Media Technician                  | 87-08 |
| e. | District Attendance Technician            | 88-08 |
| f. | Bus Driver                                | 89-08 |
| g. | Grounds Maintenance Worker                | 90-08 |

**8. PROPOSED PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2008-09**

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.

**9. PERSONNEL DIRECTOR REPORT**

Mr. Caldecott invited members of the Personnel Commission to join in and job shadow a classified employee on May 21 – Appreciating Classified Employees (ACE). This great program allows administrators throughout the District to be able to ‘follow’ a classified employee and actually see what that person does on a daily basis.

Ms. Infantino, Mr. Wayman and Mr. Henderson said they would be participating in the ACE program on the 21<sup>st</sup> of May. Ms. Rohrer and Ms. Means, the coordinators of the program, stated that they would have no problem placing them with a classified staff member.

Mr. Caldecott gave an overview of the budget situation. He stated that Capistrano Unified School District was in a layoff mode. Mr. Caldecott stated that Newport-Mesa Unified School District is fortunately not facing that particular situation.

Mr. Caldecott also extended invitations/reminders regarding the Estancia High Stadium Dedication on April 25<sup>th</sup>. He also invited members of the Personnel Commission to attend the Board Meeting on May 27, 2008, Super Star Award presentations.

**10. CLOSED SESSION - None**

**11. NEXT MEETING DATE: May 22, 2008      ADJOURNMENT: 5:49 p.m.**

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