

**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.  
June 26, 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 - Absent

**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 June 26, 2008 as presented. Ms. Infantino seconded the motion and it carried.

**4. APPROVAL OF MINUTES**

Mr. Wayman moved to approve the minutes of the regular meeting of May 22, 2008 as presented. Ms. Infantino 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.  
Ms. Infantino seconded the motion and it carried.

- |    |   |       |
|----|---|-------|
| a. | Library Media Clerk                                       | 80-08 |
| b. | Health Assistant  | 81-08 |
| c. | Instructional Assistant/Extended Day Programs             | 82-08 |
| d. | Teacher Assistant/Bilingual - Spanish                     | 83-08 |
| e. | Lead Instructional Assistant/Extended Day Programs        | 84-08 |
| f. | Preschool Site Facilitator                                | 85-08 |
| g. | Vehicle and Equipment Maintenance Supervisor              | 86-08 |
| h. | Instructional Assistant – Applied Behavior Analysis (ABA) | 87-08 |

**7. CERTIFICATION OF NEW ELIGIBILITY LISTS**

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

- |    |   |        |
|----|---|--------|
| a. | Instructional Assistant/Special Education     | 97-08  |
| b. | Coordinator of Administrative Services        | 98-08  |
| c. | Occupational Therapist                        | 99-08  |
| d. | Technology Support Technician                 | 100-08 |
| e. | Campus Security Personnel                     | 101-08 |
| f. | Transportation Dispatcher/Scheduler           | 102-08 |
| g. | Instructional Assistant/Extended Day Programs | 103-08 |
| h. | Web Application Developer I                   | 104-08 |

**8. PERSONNEL DIRECTOR**

Mr. Caldecott stated that 2007-08 had been a great year. Mr. Caldecott personally thanked the Personnel Commissioners, Dr. Novack and Human Resources staff, Ms. Cindy Means, President of CSEA, Chapter 18 and Personnel Commission staff members, Ms. Andrea Rohrer, Ms. Carol Carter and Ms. Marla Loffelmacher for a wonderful school year.

**9. CLOSED SESSION - None**

**10. NEXT MEETING DATE: July 17, 2008      ADJOURNMENT: 5:36 p.m.**

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