

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
July 17, 2008
5:29 p.m.

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

VISITOR PRESENT

Vicky Wyman, Secretary, CSEA – Chapter 18

3. ADOPTION OF AGENDA

Mr. Henderson moved to adopt the agenda for July 17, 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 June 26, 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.

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|----|---|-------|
| a. | Custodian | 01-09 |
| b. | Technology Support Technician | 02-09 |
| c. | Administrative Assistant II | 03-09 |
| d. | Campus Security Personnel | 04-09 |
| e. | Teacher Assistant | 05-09 |
| f. | Preschool Teacher | 06-09 |
| g. | Preschool Teacher Assistant | 07-09 |
| h. | School Office Assistant/Office Assistant II | 08-09 |
| i. | School Bus Cover Driver | 09-09 |
| j. | Warehouse Worker I | 10-09 |
| k. | Instructional Assistant/Special Education | 11-09 |

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. | Vehicle and Equipment Mechanic | 01-09 |
| b. | Instructional Assistant/Special Education | 02-09 |
| c. | Administrative Assistant/Confidential – Personnel Commission | 03-09 |
| d. | Bus Driver | 04-09 |
| e. | Vehicle and Equipment Maintenance Supervisor | 05-09 |
| f. | Lead Instructional Assistant/Extended Day Programs | 06-09 |
| g. | Instructional Assistant/Applied Behavior Analysis | 07-09 |

8. PERSONNEL DIRECTOR

Mr. Caldecott announced that Ms. Christi Winslow was selected to replace Ms. Marla K. Loffelmacher as the Administrative Assistant/Confidential – Personnel Commission. Mr. Caldecott shared that Ms. Winslow is transferring to our office from the Fiscal Services Division. He stated that she is highly skilled and motivated. Mr. Caldecott also stated that all of the people he interviewed were excellent, top-notch candidates.

9. CLOSED SESSION - None

10. NEXT MEETING DATE: August 21, 2008 ADJOURNMENT: 5:34 p.m.

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