

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
August 21, 2008
5:35 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

VISITORS PRESENT

Elizabeth I. Novack, Ph.D., Assistant Superintendent, Human Resources
Cindy Means, President, CSEA – Chapter 18
Andrea D. Rohrer, Personnel Analyst
Laura Boss, Director of District Communications
Christi M. Winslow, Administrative Assistant/Confidential

3. ADOPTION OF AGENDA

Mr. Wayman moved to adopt the agenda for August 21, 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 July 17, 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. Wayman moved to ratify the following vacancy announcements as submitted.
Mr. Henderson seconded the motion and it carried.

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|--------------------------------------|-------|
| a. School Registrar II – High School | 12-09 |
| b. Student Records Technician | 13-09 |
| c. Office Assistant III | 14-09 |
| d. Accounting Assistant III | 15-09 |

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.

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|--|-------|
| a. Health Assistant | 08-09 |
| b. Custodian | 09-09 |
| c. Library Media Clerk | 10-09 |
| d. Instructional Assistant/Applied Behavior Analysis | 11-09 |
| e. Preschool Teacher Assistant | 12-09 |
| f. Preschool Site Facilitator | 13-09 |
| g. Preschool Teacher | 14-09 |
| h. Administrative Assistant II | 15-09 |
| i. Instructional Assistant/Extended Day Programs | 16-09 |
| j. Technology Support Technician | 17-09 |
| k. School Office Assistant/Office Assistant II | 18-09 |

8. PERSONNEL DIRECTOR

Mr. Caldecott announced that Ms. Infantino has been recommended by the California School Employees Association (“CSEA”) Executive Board to serve another three-year term effective at noon on December 1st. The recommendation for appointment will be made to the Board of Education on September 23, 2008.

9. CLOSED SESSION

The meeting adjourned to closed session at 5:48 p.m. Closed session adjourned at 6:30 p.m.
No action taken.

10. NEXT MEETING DATE: September 18, 2008 ADJOURNMENT: 6:30 p.m.

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