

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
September 18, 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

STAFF PRESENT

John R. Caldecott, Secretary to the Commission
Christi M. Winslow, Administrative Assistant - Confidential- PC

VISITORS PRESENT

Elizabeth I. Novack, Ph.D., Assistant Superintendent, Human Resources
Cindy Means, President, CSEA – Chapter 18
Andrea D. Rohrer, Personnel Analyst

3. ADOPTION OF AGENDA

Mr. Henderson moved to adopt the agenda for August 21, 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 July 17, 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. School/Community Facilitator | 16-09 |
| b. Human Resources Technician | 17-09 |
| c. Preschool Teacher | 18-09 |

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.

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| a. Occupational Therapist | 19-09 |
| b. School Bus Cover Driver | 20-09 |
| c. Instructional Assistant – Extended Day Programs | 21-09 |
| d. Warehouse Worker I | 22-09 |
| e. Campus Security Personnel | 23-09 |
| f. Instructional Assistant Special Education | 24-09 |
| g. Teacher Assistant Bilingual Spanish | 25-09 |
| h. Teacher Assistant | 26-09 |
| i. Student Records Technician | 27-09 |
| j. School Registrar II – High School | 28-09 |

8. PERSONNEL DIRECTOR

Mr. Caldecott reported that it was Christi Winslow's first week and that we enjoyed lunch with Marla today. Marla is enjoying her retirement and we are very happy for her.

Our number one goal has been to hire people and get them into jobs. We have accomplished this goal. We are as close to being fully staffed as we have ever been. The district is at an advantage as we are receiving more applications per job and fewer employees leaving jobs.

Dr. Novack shared a story about the first day of school where she witnessed Andi and Carol whispering about the status of all the classrooms being fully staffed with Instructional Assistants/Special Education. Dr. Novack shared that in all of her years of experience, she has never seen a first day of school so successful.

9. CLOSED SESSION

There was no closed session at this meeting..

10. NEXT MEETING DATE: October 16, 2008 ADJOURNMENT: 5:38 p.m.

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