

**NEWPORT-MESA UNIFIED SCHOOL DISTRICT**  
*Office of the Personnel Commission*

Regular Meeting of the Personnel Commission  
2985-A Bear Street, Superintendent's Conference Room, Costa Mesa, CA 92626  
5:32 p.m.  
December 15, 2005

***MINUTES***

**1. OPENING CEREMONIES**

Mr. Kenneth Wayman, acting Chairperson, called the meeting to order with a silent invocation followed by the Pledge of Allegiance to the flag.

**2. COMMISSIONERS PRESENT**

Katherine Infantino, Commissioner  
Kenneth L. Wayman, Acting Chairperson  
Thomas W. Henderson, Acting Vice-Chairperson

**STAFF PRESENT**

John R. Caldecott, Secretary to the Commission  
Marla K. Loffelmacher, Administrative Assistant III – PC - Confidential  
Andi Rohrer, Personnel Analyst

**VISITORS PRESENT**

Stacy DeBoom, After School Teacher on Special Assignment  
Cindy Means, President, CSEA

**3. ADOPTION OF AGENDA**

Mr. Henderson moved to adopt the agenda for December 15, 2005 as submitted. Ms. Infantino seconded the motion and it carried.

**4. APPROVAL OF MINUTES**

Mr. Henderson moved to approve the minutes of the regular meeting of November 17, 2005 as submitted. Mr. Wayman seconded the motion and it carried. Ms. Infantino abstained from voting as she was not a Personnel Commissioner at this time.

**5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION**

There were no presentations to the Personnel Commission.

**6. PUBLIC NOTICE: REORGANIZATION**

At this time, prior to the reorganization process, Mr. Caldecott, Director of Classified Personnel Administered the Oath of Office to Ms. Infantino, new Personnel Commissioner.

ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON, PERSONNEL COMMISSION FOR CALENDAR YEAR 2006; PERSONNEL COMMISSION RULE 2.1.2, OFFICERS. It is recommended that the personnel commissioners elect the chairperson and vice chairperson of the personnel commission for calendar year 2006.

Mr. Henderson nominated Mr. Wayman as Chairperson. Ms Infantino seconded the motion and it carried.

Mr. Kenneth Wayman - elected Chairperson

Ms. Infantino nominated Mr. Henderson as Vice-Chairperson. Mr. Wayman seconded the motion and it carried.

Mr. Thomas Henderson - elected Vice Chairperson

**7. RATIFICATION OF VACANCY ANNOUNCEMENTS**

Ms. Infantino moved to ratify the following vacancy announcements as submitted. Mr. Henderson, seconded the motion and it carried.

- |    |                                    |       |
|----|------------------------------------|-------|
| a. | Credentials Analyst                | 51-06 |
| b. | Job Developer                      | 52-06 |
| c. | Preschool Site Facilitator         | 53-06 |
| d. | Health Assistant                   | 54-06 |
| e. | Preschool Teacher                  | 55-06 |
| f. | Delegated Behind the Wheel Trainer | 56-06 |
| g. | Custodian                          | 57-06 |
| h. | School/Community Facilitator       | 58-06 |
| i. | Warehouse Worker III               | 59-06 |
| j. | Accounting Assistant III           | 60-06 |

**8. CERTIFICATION OF NEW ELIGIBILITY LISTS**

Mr. Henderson moved to approve the certification of the following eligibility lists. Ms. Infantino,

seconded the motion and it carried.

a.	Inst. Asst./ Child Care	57-06
b.	Preschool Teacher Assistant	58-06
c.	Student Records Technician	59-06
d.	Inst. Assistant I - Technology	60-06
e.	Bus Driver	61-06
f.	Accounting Assistant III	62-06
g.	Outreach Advocate	63-06
h.	School/Community Facilitator	64-06
i.	Senior Irrigation Specialist	65-06
j.	Inst. Asst./ Special Ed.	66-06

**9. APPROVAL OF TITLE CHANGE OF INSTRUCTIONAL ASSISTANT/CHILD CARE TO INSTRUCTIONAL ASSISTANT – EXTENDED DAY PROGRAMS AND MODIFICATION OF JOB DESCRIPTION**

Mr. Henderson moved to approve the title change of Instructional Assistant/Child Care to Instructional Assistant – Extended Day Programs and that the job description modification be approved as submitted with no change in salary. Ms. Infantino seconded the motion and it carried.

**10. APPROVAL OF THE PROPOSED NEW CLASSIFICATION OF LEAD INSTRUCTIONAL ASSISTANT – EXTENDED DAY PROGRAMS**

Mr. Henderson moved to approve the proposed new classification of Lead Instructional Assistant – Extended Day Programs as submitted and that the salary be placed on the Bargaining Unit Salary Schedule, Range 28. Ms. Infantino seconded the motion and it carried.

**11. PERSONNEL DIRECTOR**

Mr. Caldecott shared information regarding the annual conference for the California School Personnel Commissioners Association being held in February, 2006. Mr. Caldecott invited the Personnel Commissioners to attend. He also requested that the Personnel Commission invite and pay for Ms. Means, CSEA, President, to attend. Ms. Infantino moved to approve the payment of funds for Ms. Means to attend the CSPCA conference. Mr. Henderson seconded the motion and it carried.

Mr. Wayman indicated he would like to attend part of the conference and stated he would be looking forward to attending.

**12. CLOSED SESSION**

Closed Session was not held.

**13. NEXT MEETING DATE: January 19, 2006 @ 5:30 p.m. ADJOURNMENT 5:45 p.m.**

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