

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
5:34 p.m.
February 16, 2006

MINUTES

1. OPENING CEREMONIES

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

2. COMMISSIONERS PRESENT

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

STAFF PRESENT

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

VISITORS PRESENT

Cindy Means, President, CSEA

3. ADOPTION OF AGENDA

Mr. Henderson moved to adopt the agenda for February 16, 2006 as submitted. Mr. Wayman seconded the motion and it carried.

4. APPROVAL OF MINUTES

Ms. Infantino moved to approve the minutes of the regular meeting of January 16, 2006 as submitted. 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.
Ms. Infantino seconded the motion and it carried.

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|----|---|-------|
| a. | Health Assistant | 70-06 |
| b. | Athletic Equipment Attendant – Female | 71-06 |
| c. | College Guidance Specialist | 72-06 |
| d. | Benefits Analyst | 73-06 |
| e. | Workers’ Compensation Analyst | 74-06 |
| f. | Warehouse Worker III – Revised – Extended Apply By Date | 75-06 |
| g. | School Support Secretary | 76-06 |

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

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

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|-----|--|-------|
| a. | Bus Driver | 75-06 |
| b. | Vehicle and Equipment Maintenance Supervisor | 76-06 |
| c. | Preschool Teacher | 77-06 |
| d. | Accounting Assistant III | 78-06 |
| e. | Inst. Asst./ Extended Day Programs | 79-06 |
| f. | Delegated Behind the Wheel Driver | 80-06 |
| g. | Nutrition Services Assistant I | 81-06 |
| h. | Teacher Assistant | 82-06 |
| i. | Job Developer | 83-06 |
| j. | Teacher Assistant – Bilingual | 84-06 |
| k., | Inst. Asst./ Special Ed. | 85-06 |

8. PERSONNEL DIRECTOR

Mr. Caldecott reported on the California Personnel Commissioners Association, Northern Conference that was held in Sacramento. Mr. Caldecott said the conference was great for new personnel commissioners. Ms. Cindy Means and Ms. Katherine Infantino both believed the conference was really great and fascinating – just too much information in a short period of time.

9. CLOSED SESSION

Closed Session was not held.

10. NEXT MEETING DATE: March 16, 2006 @ 5:30 p.m. ADJOURNMENT 5:44 p.m.

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