

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
5:30 p.m.

March 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

None

3. ADOPTION OF AGENDA

Ms. Infantino moved to adopt the agenda for March 16, 2006 as submitted. Mr. Henderson seconded the motion and it carried.

4. APPROVAL OF MINUTES

Mr. Henderson moved to approve the minutes of the regular meeting of February 16, 2006 as submitted. Ms. Infantino 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

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

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| a. | Campus Security Personnel | 77-06 |
| b. | Nutrition Services Assistant II | 78-06 |
| c. | Preschool Site Facilitator | 79-06 |
| d. | Preschool Teacher | 80-06 |
| e. | School Office Assistant/Office Assistant II | 81-06 |
| f. | Substitute Custodian | 82-06 |
| g. | School Attendance Technician | 83-06 |

h. Payroll Technician 84-06

7. 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. Preschool Teacher Assistant 86-06
b. Credentials Analyst 87-06
c. School Community Facilitator 88-06
d. Bus Monitor 89-06
e. Lead Inst. Asst./Extended Day 90-06
f. Preschool Site Facilitator 91-06
g. Bus Driver 92-06
h. Inst. Asst./ Special Ed. 83-06

8. APPROVAL TO MODIFY THE CLASS DESCRIPTION FOR THE POSITION OF SPEECH AND LANGUAGE PATHOLOGY ASSISTANT.

In order to be in compliance with Title 16, California Code of Regulations for Speech-Language Pathology Assistants, the candidates in this classification must be registered by the State of California. This process requires an Associate of Arts degree in this field. There are currently no incumbents in this classification.

Ms. Infantino moved to approve the modified Education and Experience requirements for this class description as presented. Mr. Henderson seconded the motion and it carried. There was no recommended change in salary.

9. PERSONNEL DIRECTOR

Mr. Caldecott shared that he attended the CSEA, Chapter 18 meeting and presented a Power Point presentation on the Merit System. There were approximately sixty chapter members present and they stated they enjoyed the presentation and participated by asking questions.

10. CLOSED SESSION

Closed Session was not held.

11. NEXT MEETING DATE: April 27, 2006 @ 5:30 p.m. ADJOURNMENT 5:36 p.m.

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