

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.
April 27, 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 - Absent
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 April 27, 2006 as submitted. Mr. Wayman seconded the motion and it carried.

4. APPROVAL OF MINUTES

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

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

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|----|--|---------|
| a. | Maintenance and Operations Manager – Building Trades | 85-06 |
| b. | Speech and Language Pathology Assistant – date revised before it was sent out. | 86-A-06 |
| c. | Job Coach | 87-06 |
| d. | Summer School Openings | 88-06 |
| e. | HVAC/R Technician | 89-06 |
| f. | School Support Secretary | 90-06 |

- g. Director of Purchasing and Warehousing 91-06
- h. Lead Custodian 92-06

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

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

- a. Health Assistant 94-06
- b. Preschool Site Facilitator 95-06
- c. Preschool Teacher 96-06
- d. Library Media Clerk 97-06
- e. Plant Supervisor 98-06
- f. Bus Driver 99-06
- g. Inst. Asst./ Extended Day Programs 100-06
- h. Warehouse Worker III 101-06
- i. Teacher Assistant 102-06
- j. Teacher Assistant – Bilingual 103-06
- k. Senior Systems Engineer 104-06
- l. College Guidance Specialist 105-06
- m. School Support Secretary 106-06
- n. Technology Support Technician 107-06
- o. Systems Engineer 108-06
- p. Athletic Equipment Attendant 109-06
- q. Senior Maintenance Worker 110-06
- r. Workers' Compensation Analyst 111-06

8. PROPOSED PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2006-07

The proposed budget was presented as an information item only. The public hearing for the Personnel Commission Budget will be held at the next Personnel Commission Meeting in May. This item will be available to the public at the Personnel Commission Meeting.

INFORMATION ITEM

9. PERSONNEL DIRECTOR

Mr. Caldecott shared that Ms. Rohrer, Ms. Carter and Ms. Loffelmacher had been working extremely hard to publish the vacancy announcements and then complete the testing so that the hiring authorities would have eligible lists in an extremely speedy fashion so they could interview and hire.

10. CLOSED SESSION

Closed Session was not held.

11. NEXT MEETING DATE: May 25, 2006 @ 5:30 p.m. ADJOURNMENT 5:50 p.m.

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