

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.
May 25, 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 PC
Andi Rohrer, Personnel Analyst - Absent

VISITORS PRESENT

Cindy Means, CSEA, President
Kevin Nelson, CSEA, 2nd Vice-President

3. ADOPTION OF AGENDA

Ms. Infantino moved to adopt the agenda for May 25, 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 April 27, 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

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

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|----|------------------------|-------|
| a. | Office Assistant III | 93-06 |
| b. | Maintenance Painter | 94-06 |
| c. | Occupational Therapist | 95-06 |
| d. | Custodian | 96-06 |

- | | | |
|----|---------------------------------|---------|
| e. | Custodian – Revised | 96-A-06 |
| | Unused number | 97-06 |
| f. | Vehicle and Equipment Mechanic | 98-06 |
| g. | Lead Grounds Maintenance Worker | 99-06 |
| h. | Bus Monitor | 100-06 |

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. | School Community Facilitator | 112-06 |
| b. | Instructional Assistant/Extended Day Program | 113-06 |
| c. | Payroll Technician | 114-06 |
| d. | Bus Driver | 115-06 |
| e. | Preschool Teacher Assistant | 116-06 |
| f. | Preschool Teacher | 117-06 |
| g. | Inst. Asst./ Special Ed. | 118-06 |
| h. | School Office Assistant/Office Assistant II | 119-06 |
| i. | School Attendance Technician | 120-06 |
| j. | Benefits Analyst | 121-06 |
| k. | Nutrition Services Assistant II | 122-06 |
| l. | Grounds Maintenance Worker | 123-06 |

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

The Personnel Commission Budget for Fiscal Year 2006-07 was presented for adoption by the Members of the Personnel Commission. A Public Hearing was held on April 27, 2006.

Ms. Infantino moved to adopt/approve the Personnel Commission Budget for the fiscal year 2006-07, as presented. Mr. Henderson seconded motion and it carried.

9. PERSONNEL DIRECTOR

Mr. Caldecott shared that another training session for supervisors was held on May 25. This time confidential employees were included for the first hour. Workers' Compensation was discussed the first hour and employee performance issues were discussed with the supervisors the second hour.

The first Super-Star Awards Program was announced to the Personnel Commissioners. At the time of this meeting the Super-Star Committee had received/reviewed 75 nominations and selected 18 nominations/employees to receive the Super-Star Award.

10. CLOSED SESSION

Closed Session was not held.

11. NEXT MEETING DATE: June 15, 2006 @ 5:30 p.m. ADJOURNMENT 5:40 p.m.

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