

**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.  
January 18, 2007

***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 - C- PC  
Andrea Rohrer, Personnel Analyst, Personnel Commission

**VISITORS PRESENT**

Marsha Kane, 2<sup>nd</sup> Vice-President, CSEA  
Elizabeth Novack, Assistant Superintendent, Human Resources

**3. ADOPTION OF AGENDA**

Mr. Henderson moved to adopt the agenda for January 18, 2007 as amended – see Items 7. and 9.  
Ms. Infantino seconded the motion and it carried.

**4. APPROVAL OF MINUTES**

Ms. Infantino moved to approve the minutes of the regular meeting of December 21, 2006 as presented.  
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**

Ms. Infantino moved to ratify the following vacancy announcements with the amendment of Item i. Nutrition Services Assistant I – salary information to be added. Mr. Henderson seconded the motion and it carried.

a.	School Support Secretary	75-07	
b.	School Office Assistant/Office Assistant II	76-07	
c.	Director of Facilities Development-Planning & Design	77-07	
d.	High School Plant Supervisor	78-07	
e.	Bus Monitor	79-07	
f.	Office Assistant 1	80-07	
g.	Instructional Assistant-Special Education (cover)		81-07
h.	Web Application Developer 1	82-07	
i.	Nutrition Services Assistant 1	83-07	
j.	Office Assistant III	84-07	

**7. CERTIFICATION OF NEW ELIGIBILITY LISTS**

Mr. Henderson moved to approve the certification of the following eligibility lists with the amendment of Item a. Job Coach – corrected to read: Inst. Asst./Special Ed. Ms. Infantino seconded the motion and it carried.

a.	Inst. Asst./Special Ed.	71-07
b.	School/Community Facilitator	72-07
c.	Preschool Teacher Assistant	73-07
d.	Web Application Developer 1	74-07
e.	Instructional Assistant-Extended Day Program	75-07
f.	Preschool Site Facilitator	76-07
g.	School Office Assistant/Office Assistant II	77-07
h.	School Administrative Assistant-High School	78-07
i.	Warehouse Worker III	79-07
j.	Warehouse Worker I	80-07
k.	Systems Engineer	81-07
l.	School Bus Cover Driver	82-07

**8. PUBLIC NOTICE: REORGANIZATION**

ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON, PERSONNEL COMMISSION FOR CALENDAR YEAR 2007; PERSONNEL COMMISSION RULE 2.1.2, OFFICERS. It was recommended that the Personnel Commissioners elect the Chairperson and Vice-Chairperson of the Personnel Commission for calendar year 2007.

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

Mr. Henderson - elected Chairperson

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

Ms. Infantino - elected Vice Chairperson

Staff thanked Mr. Wayman for serving as Chairperson and for doing a wonderful job.

**9. MODIFICATION OF PERSONNEL COMMISSION RULE 6.2.2.1 - Demotions**

The first reading of the amended proposed change in Personnel Commission Rule 6.2.2.1 was held and discussion followed. The second reading of the proposed rule change will be on the agenda for the next meeting of the Personnel Commission in February.

“A permanent employee may request voluntary demotion to a vacant position in a class within the same promotional series with a lower maximum salary rate. A permanent employee may request voluntary demotion to a vacant position in a class in a different promotional series with a lower maximum salary rate ~~only~~ if the permanent employee had previously achieved permanency in a class in that promotional series or if the Director finds the qualifications and duties to be sufficiently related. Such requests require the approval of his current department head and that of the head of the department to which he is to be assigned.”

**10. ANNUAL REPORT**

Mr. Henderson moved to approve the Annual Report for the 2005-06 school year. Ms. Infantino seconded the motion and it carried.

**11. PERSONNEL DIRECTOR**

In the absence of Mr. Caldecott who was called away temporarily, Ms. Rohrer gave the Director's Report. Ms. Rohrer noted that the California School Personnel Commissioners' annual meeting was coming up in February and that Ms. Infantino and Ms. Means will be attending the conference with staff. Ms. Kane noted that the California School Employees' Association would be sending Mondo Medina, 1<sup>st</sup> Vice-President-CSEA, to the conference as well.

**12. CLOSED SESSION – none held**

**13. NEXT MEETING DATE: February 28, 2007@ 5:30 p.m. ADJOURNMENT 5:46 p.m.**

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