

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 15, 2007

MINUTES

1. OPENING CEREMONIES

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

2. COMMISSIONERS PRESENT

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

STAFF PRESENT

John R. Caldecott, Secretary to the Commission
Marla K. Loffelmacher, Administrative Assistant - C- PC
Andrea Rohrer, Personnel Analyst

VISITOR PRESENT

Cindy Means, President, CSEA
Elizabeth Novack, Assistant Superintendent, Human Resources

3. ADOPTION OF AGENDA

Ms. Infantino moved to adopt the agenda for March 15, 2007 as presented. Mr. Wayman seconded the motion and it carried.

4. APPROVAL OF MINUTES

Mr. Wayman moved to approve the minutes of the regular meeting of February 28, 2007 as presented. Ms. Infantino seconded the motion and it carried.

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

Dr. Elizabeth Novack addressed the members of the Personnel Commission to inform them that our Director of Classified Personnel, John R. Caldecott, is the recipient of the 2007 Personnel/Human Resources Administrator of the Year Award. Dr. Novack stated that this Award is bestowed to John from the Association of California School Administrators/Region 17 (Orange County) and will be presented (officially) May 8, 2007 at the ACSA Dinner.

She stated that this prestigious award is given to recognize individuals for their support for the school management team, exceptional leadership in managing school programs, commitment to educational

quality and student achievement, and creativity and innovation in dealing with issues and challenges facing public education. Dr. Novack affirmed that John is an incredible asset to our department and we are extremely fortunate to have him on our team.

Mr. Caldecott stated he was honored and privileged to be the recipient of this award and that in his opinion this is the culmination of a team effort and that he's happy to be here and be part of the team.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

Ms. Infantino moved to ratify the following vacancy announcements as submitted.

Mr. Wayman seconded the motion and it carried.

- | | | |
|----|---|-------|
| a. | School Office Assistant/Office Assistant II | 93-07 |
| b. | Library Media Clerk | 94-07 |
| c. | Lead Custodian | 95-07 |
| d. | School Support Secretary | 96-07 |
| e. | Payroll Technician | 97-07 |

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Mr. Wayman moved to approve the certification of the following eligibility lists as submitted.

Ms. Infantino seconded the motion and it carried.

- | | | |
|----|--|-----------|
| a. | Executive Assistant – Confidential – Revised Expiration Date | 29-07 - A |
| b. | Instructional Assistant/Special Education (Cover) | 101-07 |
| c. | Instructional Assistant/Special Education | 102-07 |
| d. | Instructional Assistant/Extended Day Programs | 103-07 |
| e. | Office Assistant III | 104-07 |
| f. | Teacher Assistant/Bilingual – Spanish | 105-07 |
| g. | Child Care Provider | 106-07 |
| h. | Teacher Assistant | 107-07 |

8. PERSONNEL DIRECTOR

Mr. Caldecott thanked the 'team', Dr. Novack, Assistant Superintendent, Human Resources, Ms. Van Zeebroeck, Director of Human Resources, the Human Resources staff and the Risk Management staff for making this a successful team. Mr. Caldecott stated that it is a pleasure to work with everyone – individually and as a group.

9. CLOSED SESSION – none held.

10. NEXT MEETING DATE: April 26, 2007 @ 5:30 p.m. ADJOURNMENT: 5:38 p.m.

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