

**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 26, 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

**VISITORS PRESENT**

Elizabeth Novack, Assistant Superintendent, Human Resources  
Mark Soden, Jr.

**3. ADOPTION OF AGENDA**

Mr. Wayman moved to adopt the agenda for April 26, 2007 as presented. Ms. Infantino seconded the motion and it carried.

**4. APPROVAL OF MINUTES**

Ms. Infantino moved to approve the minutes of the regular meeting of March 15, 2007 as presented. Mr. 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**

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

- |    |  |        |
|----|--|--------|
| a. | Health Assistant                       | 98-07  |
| b. | Summer School Vacancies                | 99-07  |
| c. | Accounting Assistant II                | 100-07 |
| d. | Director of Purchasing and Warehousing | 101-07 |

- e. Nutrition Services Assistant II 102-07
- f. Accounting Assistant - ASB 103-07
- g. Web Application Developer I 104-07
- h. Senior Maintenance Worker 105-07

**7. CERTIFICATION OF NEW ELIGIBILITY LISTS**

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

- a. Lead Inst. Asst./Extended Day Programs 108-07
- b. Preschool Site Facilitator 109-07
- c. Preschool Teacher 110-07
- d. Web Application Developer I 111-07
- e. Inst. Asst./Special Ed. (Cover) 112-07
- f. Job Coach 113-07
- g. Health Assistant 114-07
- h. Inst. Asst./Extended Day Programs 115-07
- i. Director of Facilities Development/Planning & Design 116-07
- j. Inst. Asst./Special Ed. 117-07
- k. Preschool Teacher Assistant 118-07
- l. School Administrative Assistant/Elementary-Intermediate 119-07
- m. School Office Assistant/Office Assistant II 120-07
- n. Teacher Assistant/Bilingual 121-07
- o. Senior Irrigation Specialist 122-07

**8. PROPOSED PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2007-08**

The proposed budget was presented as an information item only. The public hearing for the Proposed Personnel Commission Budget will be held at the next Personnel Commission Meeting on May 31<sup>st</sup>.

**9. PERSONNEL DIRECTOR**

Mr. Caldecott invited the members of the Personnel Commission to attend the Super Star Award ceremony on Tuesday, May 22<sup>nd</sup>.

Mr. Caldecott announced a new program, Appreciating Classified Employees (ACE), which is sponsored by CSEA during Classified Employees Week. This event will take place May 24<sup>th</sup>. Newport-Mesa Unified School District was chosen by the state CSEA organization to be in the pilot program. It is designed to give management (Board and Commission members, administrators at the Education Center and at all sites) the opportunity to “shadow” a classified employee for one hour, providing an opportunity for members of the two groups to meet and talk in an informal manner. Because of the very tight time frame this year, CSEA/NMAA chose positions and individuals to shadow and be shadowed.

Throughout the district, there will be about thirty bargaining unit employees and about thirty administrators involved. CSEA plans to team up with ACSA to make this an annual event.

Mr. Henderson welcomed Mr. Mark Soden, Jr., former Personnel Commissioner, to the meeting.

**10. CLOSED SESSION – none held.**

**11. NEXT MEETING DATE: May 31, 2007 @ 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.