

**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.  
August 22, 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**

Laura Boss, Coordinator of Administrative Services  
Cindy Means, President, CSEA – Chapter 18

**3. ADOPTION OF AGENDA**

Ms. Infantino moved to adopt the agenda for August 22, 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 July 19, 2007 as presented. 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**

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

- |    |                                   |       |
|----|-----------------------------------|-------|
| a. | Inst. Asst./Special Ed.           | 07-08 |
| b. | Inst. Asst./Extended Day Programs | 08-08 |
| c. | Bus Driver                        | 09-08 |

|    |                                     |       |
|----|-------------------------------------|-------|
| d. | Bus Driver Trainee                  | 10-08 |
| e. | Nutrition Services Assistant I      | 11-08 |
| f. | Preschool Site Facilitator          | 12-08 |
| g. | Preschool Teacher Assistant         | 13-08 |
| h. | School/Community Facilitator        | 14-08 |
| i. | Occupational Therapist              | 15-08 |
| j. | Teacher Assistant-Bilingual/Spanish | 16-08 |
| k. | Accounting Assistant II             | 17-08 |
| l. | Head Custodian                      | 18-08 |
| m. | Bus Monitor                         | 19-08 |
| n. | Web Application Developer I         | 20-08 |
| o. | School Attendance Technician        | 21-08 |
| p. | Office Assistant III                | 22-08 |
| q. | Credentials Analyst                 | 23-08 |
| r. | Credentials Technician              | 24-08 |
| s. | Nutritionist                        | 25-08 |
| t. | Teacher Assistant                   | 26-08 |
| u. | Warehouse Worker II                 | 27-08 |

**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. | Lead Custodian                                  | 06-08 |
| b. | Custodian                                       | 07-08 |
| c. | Occupational Therapist                          | 08-08 |
| d. | Bus Driver                                      | 09-08 |
| e. | School/Community Facilitator                    | 10-08 |
| f. | Preschool Teacher Assistant                     | 11-08 |
| g. | Instructional Assistant I – Technology          | 12-08 |
| h. | Instructional Assistant – Extended Day Programs | 13-08 |
| i. | Preschool Teacher                               | 14-08 |
| j. | Preschool Site Facilitator                      | 15-08 |
| k. | School Bus Cover Driver                         | 16-08 |
| l. | Teacher Assistant/Bilingual – Spanish           | 17-08 |
| m. | Health Assistant                                | 18-08 |
| n. | Teacher Assistant                               | 19-08 |

**8. APPROVE THE MODIFICATION OF DUTIES OF COORDINATOR OF ADMINISTRATIVE SERVICES, TITLE CHANGE TO DIRECTOR OF DISTRICT COMMUNICATIONS AND RECLASSIFICATION OF THE INCUMBENT**

Ms. Infantino moved to approve the modification of duties for the classification of Coordinator of Administrative Services, the title be changed to Director of District Communications and that the salary be allocated to the Management Salary Schedule at Range 6011.

Ms. Infantino also moved to approve (same motion) that the incumbent be reclassified with the position, effective August 23, 2007, pursuant to Personnel Commission Rule and Regulation 3.3.3.1, **Effects on Incumbents...***For an employee to be reclassified to a higher class with his position the reclassification must have been occasioned by a gradual accretion of duties and not by a sudden change resulting from reorganization or the assignment of completely new duties or responsibilities. The commission shall decide at the time the reclassification occurs as to whether the reclassification meets this rule.* Mr. Wayman seconded the motion and it carried.

**9. PERSONNEL DIRECTOR**

Mr. Caldecott congratulated Ms. Boss on her reclassification to the position of Director of District Communications, stating that Ms. Boss is a fabulous staff member who keeps us all on our toes and that she is a great asset to the District.

**10. CLOSED SESSION - None**

**11. NEXT MEETING DATE: September 20, 2007 @ 5:30 p.m. ADJOURNMENT: 5:43 p.m.**

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