

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.
September 20, 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

Cindy Means, President, CSEA – Chapter 18
Elizabeth I. Novack, Assistant Superintendent, Human Resources

3. ADOPTION OF AGENDA

Mr. Wayman moved to adopt the agenda for September 20, 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 August 22, 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.

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|----|--|-------|
| a. | Campus Security Personnel - Male | 28-08 |
| b. | Campus Security Personnel - Female | 29-08 |
| c. | Maintenance and Operations Manager (Building Trades) | 30-08 |

d.	Grounds Maintenance Worker	31-08
e.	Electronics Technician	32-08
f.	Executive Assistant - Confidential	33-08
g.	Library Media Clerk	34-08
h.	Grounds Equipment Operator	35-08
i.	Grounds Equipment Operator (Class B license added)	35-08 A
j.	Job Coach	36-08
k.	School Community/Facilitator	37-08

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.	Instructional Assistant – Extended Day Programs	20-08
b.	Instructional Assistant – Special Education	21-08
c.	Accompanist	22-08
d.	Web Developer I	23-08
e.	Bus Driver	24-08
f.	Occupational Therapist	25-08
g.	Teacher Assistant	26-08
h.	Office Assistant III	27-08
i.	School Administrative Assistant - Elementary/Intermediate	28-08
j.	Child Care Provider	29-08
k.	Bus Monitor	30-08
l.	Maintenance Carpenter	31-08
m.	Head Custodian	32-08
n.	School Attendance Technician	33-08

8. APPROVE THE MODIFICATION OF LICENSE REQUIREMENT FOR THE CLASSIFICATION OF GROUNDS EQUIPMENT OPERATOR

Ms. Infantino moved to approve the modification of the license requirements for the classification of Grounds Equipment Operator and to include a Class B license which is to be obtained within the first ninety (90) days of employment with no change in salary. Mr. Wayman seconded the motion and it carried.

9. PERSONNEL DIRECTOR

Mr. Caldecott advised that the Board of Education would be announcing at the September 25th meeting their intent to reappoint Mr. Ken Wayman as the Board's appointee to the Personnel Commission. A public hearing will be held at the October 23rd Board of Education Meeting with action to follow to consider the reappointment of Mr. Wayman to a three-year term, commencing December 1, 2007.

10. CLOSED SESSION - None

11. NEXT MEETING DATE: October 25, 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.