

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.
December 5, 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

Ms. Infantino moved to adopt the agenda for December 5, 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 October 30, 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. PUBLIC NOTICE: REORGANIZATION

At this time, prior to the reorganization process, Mr. Caldecott, Director of Classified Personnel, asked Dr. Novack, Assistant Superintendent, Human Resources, to administer the Oath of Office to Mr. Kenneth Wayman, Personnel Commissioner.

ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON, PERSONNEL COMMISSION FOR CALENDAR YEAR 2008; PERSONNEL COMMISSION RULE 2.1.2, OFFICERS.

Mr. Wayman moved to recommend that Ms. Infantino be elected as the chairperson for calendar year 2008. Mr. Henderson seconded the motion and it carried.

Mr. Henderson moved to recommend that Mr. Wayman be elected as the vice-chairperson for calendar year 2008. Ms. Infantino seconded the motion and it carried.

7. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

Mr. Wayman seconded the motion and it carried.

- | | |
|---|-------|
| a. Administrative Assistant II | 48-08 |
| b. Health Assistant | 49-08 |
| c. Grounds Equipment Operator | 50-08 |
| d. Early Literacy Coach | 51-08 |
| e. Instructional Assistant I – Technology | 52-08 |
| f. Preschool Teacher | 53-08 |
| g. Teacher Assistant | 54-08 |

8. 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. Teacher Assistant/Bilingual - Spanish | 52-08 |
| b. Library Media Clerk | 53-08 |
| c. School Attendance Assistant | 54-08 |
| d. Campus Security Personnel | 55-08 |
| e. Job Developer | 56-08 |
| f. Instructional Assistant/Special Education (Cover) | 57-08 |
| g. Instructional Assistant/Special Education | 58-08 |
| h. Instructional Assistant/Extended Day Programs | 59-08 |
| i. Accounting Assistant III | 60-08 |
| j. Office Assistant III | 61-08 |
| k. School Office Assistant/Office Assistant II | 62-08 |
| l. Maintenance and Operations Manager | 63-08 |

9. PERSONNEL DIRECTOR

Mr. Caldecott congratulated Ms. Infantino and Mr. Wayman on becoming the Personnel Commission's Chairperson and Vice-Chairperson respectively for 2008.

Mr. Caldecott also mentioned the upcoming California School Personnel Commissioners conference in February. Mr. Caldecott will be presenting at the conference – the title of the presentation is: Performance Management for Success.

10. CLOSED SESSION - None

11. NEXT MEETING DATE: January 17 @ 5:30 p.m. ADJOURNMENT: 5:39 p.m.

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