

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.
June 21, 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

Sandy Welch, Treasurer, CSEA

3. ADOPTION OF AGENDA

Mr. Wayman moved to adopt the agenda for June 21, 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 May 31, 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. | Job Developer | 112-07 |
| b. | School/Community Facilitator | 113-07 |
| c. | Custodian | 114-07 |

- d. Instructional Assistant I – Technology 115-07
- e. Nutrition Services Assistant III 116-07

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. Nutrition Services Assistant II 136-07
- b. Senior Maintenance Worker 137-07
- c. Instructional Assistant/Special Education 138-07
- d. Occupational Therapist 139-07
- e. Preschool Site Facilitator 140-07
- f. Preschool Teacher 141-07
- g. Preschool Teacher Assistant 142-07
- h. Bus Driver 143-07
- i. Administrative Assistant – Confidential 144-07
- j. Payroll Technician 145-07

8. APPROVE THE MODIFICATION OF THE JOB DESCRIPTION FOR LEAD OCCUPATIONAL THERAPIST

The modifications that were recommended related to the Licenses and Other Requirements section to read: License, Certificate and other Requirements - Board certification from the National Board of Occupational Therapy (NBCOT) and License from the California Board of Occupational Therapy (CBOT).

Mr. Wayman moved to approve the modification of the job description for Lead Occupational Therapist with no change in salary as presented. Ms. Infantino seconded the motion and it carried.

9. APPROVE SECOND READING: MODIFICATION OF PERSONNEL COMMISSION RULE AND REGULATION 6.3.4.2, RIGHTS AND BENEFITS (LIMITED TERM) AND 6.3.5.1 AND 6.3.5.2, TERMINATIONS (LIMITED TERM)

6.3.4.2 All other limited-term employees shall be granted only those benefits provided by law, ~~such as paid holidays and bereavement leave.~~ No seniority or credit toward completion of probation or any other benefit shall accrue from service in a limited-term appointment, except as provided under Paragraph 6.3.4.1 of this rule.

6.3.5.1 Limited-term appointments ~~may~~ shall be discontinued ~~subject to termination~~ at any time based on the needs of the District. ~~except during an assigned shift.~~

6.3.5.2 Limited-term employees may be dismissed without ~~for~~ cause and serve in an at will

~~capacity.; which cause shall be made known to them and to the Director of Classified Personnel in writing. The Director of Classified Personnel may remove the employee's name from the special list for limited-term appointments, if appropriate. his investigation supports such an action.~~

Ms. Infantino moved to approve the modification of Personnel Commission Rule and Regulation 6.3.4.2, Rights and Benefits (Limited Term) and 6.3.5.1 and 6.3.5.2, Terminations (Limited Term) as submitted. Mr. Wayman seconded the motion and it carried.

10. PERSONNEL DIRECTOR

Mr. Caldecott stated that the District and CSEA have a joint re-opener proposal to negotiate for the years' 2007 and beyond, that will be brought to the public for input at the Board of Education Meeting on Tuesday, June 26, 2007. The meeting between the District and CSEA is scheduled for Wednesday, June 27, 2007.

11. CLOSED SESSION – none held.

12. NEXT MEETING DATE: July 19, 2007 @ 5:30 p.m. ADJOURNMENT: 5:40 p.m.

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