

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
5:32 p.m.
May 22, 2008
MINUTES

1. OPENING CEREMONIES

Ms. Katherine Infantino, Chairperson, called the meeting to order with a silent invocation followed by the Pledge of Allegiance to the flag.

2. COMMISSIONERS PRESENT

Katherine Infantino, Chairperson
Kenneth L. Wayman, Vice-Chairperson
Thomas W. Henderson, Commissioner

STAFF PRESENT

John R. Caldecott, Secretary to the Commission
Marla K. Loffelmacher, Administrative Assistant - C- PC
Andrea Rohrer, Personnel Analyst

VISITOR PRESENT

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

3. ADOPTION OF AGENDA

Mr. Wayman moved to adopt the agenda for May 22, 2008 as presented. Mr. Henderson seconded the motion and it carried.

4. APPROVAL OF MINUTES

Mr. Henderson moved to approve the minutes of the regular meeting of April 24, 2008 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.

Public Hearing – Open to the Public at 5:34 p.m. for comments.

**Personnel Commission Budget 2008-2009 School Year
Pursuant to Education Code 45253.**

Public Hearing – Closed to the Public at 5:34 p.m. with no comments.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

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| a. | Campus Security Personnel – Female | 72-08 |
| b. | Occupational Therapist | 73-08 |
| c. | Coordinator – Administrative Services | 74-08 |
| d. | Transportation Dispatcher/Scheduler | 75-08 |
| e. | Vehicle and Equipment Mechanic Supervisor | 76-08 |
| f. | Web Application Developer I | 77-08 |
| g. | Campus Security Personnel – Female – extended deadline | 78-08 |
| h. | Administrative Assistant/Confidential – Personnel Commission | 79-08 |

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

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

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|----|---|-------|
| a. | Instructional Assistant/Extended Day Programs | 91-08 |
| b. | School Administrative Assistant – Elementary/Intermediate | 92-08 |
| c. | Instructional Assistant/Special Education | 93-08 |
| d. | Bus Driver | 94-08 |
| e. | Occupational Therapist | 95-08 |
| f. | Head Custodian | 96-08 |

8. APPROVAL OF MODIFICATION OF CLASS DESCRIPTION FOR THE POSITION OF COORDINATOR – ADMINISTRATIVE SERVICES

Mr. Wayman moved to approve the modification of the class description for the position of Coordinator – Administrative Services and that the salary be reallocated to Coordinator I level with the Management Salary Range of 6004. As a point of clarification – this position’s title is Coordinator of Administrative Services – the salary is at the Coordinator I level on the Management Salary Schedule for 2007-2008. Mr. Henderson seconded the motion and it carried.

9. APPROVAL OF RECLASSIFICATION OF INSTRUCTIONAL ASSISTANT – SPECIAL EDUCATION TO INSTRUCTIONAL ASSISTANT- APPLIED BEHAVIOR ANALYSIS

The employees who are being recommended for this reclassification have received specialized training and have been working with autistic students for two years or more. The employees working with the autistic students have been receiving a stipend of 7.5 percent above the Instructional Assistant/Special Education salary range of 26. *Personnel Commission Rule 3.3.3.3 - Effects on Incumbents is as follows: When a portion of the positions in a class are reclassified to a higher class, those incumbents with two or more years' service in one or more of the positions being reclassified shall be reclassified with their position(s).*

Mr. Henderson moved to approve the reclassification of the Instructional Assistant/Special Education employees to Instructional Assistant – Applied Behavior Analysis who have had the specialized training and experience and who have been performing in this capacity for a period of two years or more and that the salary be allocated to the Bargaining Unit Salary Range 29 as presented. Mr. Wayman seconded the motion and it carried.

10. ADOPT PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2008-09

The Personnel Commission Budget for Fiscal Year 2008-09 was presented for adoption by the Members of the Personnel Commission. The proposed budget was presented on April 24, 2008, as an information item.

Mr. Wayman moved to adopt the Personnel Commission Budget for the fiscal year 2008-09 as presented. Mr. Henderson seconded the motion and it carried.

**11. RECOGNITION OF RETIREMENT OF ADMINISTRATIVE ASSISTANT/
CONFIDENTIAL – PERSONNEL COMMISSION**

Information item only.

12. PERSONNEL DIRECTOR

Mr. Caldecott read an email sent to Ms. Cindy Means from Jamileth (Jami) Paley regarding her experience the day of the Appreciating Classified Employees' (ACE) Day. Jami was shadowed by Dr. Hubbard. Following, in part, is what she had to say about the experience.

“...it was truly a privilege and a pleasure to have been included to participate in this program and to have Dr. Hubbard visit me so I could show him a glimpse of what I do everyday, as part of the NMUSD team in its quest to educate our precious kiddos and make sure they succeed. Thank you for the opportunity and for the yummy lunch!

Mr. Caldecott stated that next year the ACE Program will be handled a bit differently than it has been the last two years. It is the intention to setup stations at one of the high schools with Maintenance and Operations staff on hand to demonstrate their specialty areas. Other classifications will be shadowed the same way – the Maintenance and Operations component is designed to provide a better overview of the duties and tasks they perform.

13. CLOSED SESSION - None

14. NEXT MEETING DATE: June 26, 2008 ADJOURNMENT: 6:02 p.m.

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