

NEWPORT-MESA UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

Regular Meeting of the Personnel Commission
2985-A Bear Street, Superintendent's Conference Room, Costa Mesa, CA 92626
5:33 p.m.
May 19, 2005
MINUTES

1. OPENING CEREMONIES

Mr. Soden Jr. Chairperson, called the meeting to order with a silent invocation followed by the Pledge of Allegiance to the flag.

2. COMMISSIONERS PRESENT

Mark Soden, Jr., Chairperson
Kenneth L. Wayman, Vice-Chairperson
Thomas W. Henderson, Commissioner

STAFF PRESENT

Bruce Crockard, Secretary to the Commission
Marla K. Loffelmacher, Administrative Assistant III – PC - Absent
Andi Rohrer, Personnel Analyst

VISITORS PRESENT

Cindy Means, 2nd Vice-President

3. ADOPTION OF AGENDA

Mr. Wayman moved to adopt the agenda for May 19, 2005 as submitted. 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 21, 2005 as submitted. Mr. Wayman seconded the motion as amended and it carried.

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

There were no presentations to the Personnel Commission.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

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|----|------------------------------|-------|
| a. | Library Media Clerk | 83-05 |
| b. | School/Community Facilitator | 84-05 |
| c. | Health Assistant | 85-05 |

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

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

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|----|---|-------|
| a. | Inst. Asst./ Child Care | 85-05 |
| b. | School Administrative Assistant – Elementary/Intermediate | 86-05 |
| c. | Inst. Asst./ Special Ed. | 87-05 |
| d. | Preschool Teacher | 88-05 |
| e. | Occupational Therapist | 89-05 |
| f. | Technology Support Supervisor | 90-05 |
| g. | District Assessment Specialist | 91-05 |
| h. | Athletic Equipment Attendant | 92-05 |
| i. | Delegated Behind the Wheel Trainer | 93-05 |
| j. | Transportation Operations Supervisor | 94-05 |
| k. | Teacher Assistant – Bilingual | 95-05 |

8. APPROVAL OF PROPOSED PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2005-06

Mr. Henderson moved to approve the Personnel Commission Budget for the 2005-06 school year as submitted. Mr. Wayman seconded the motion and it carried.

9. PERSONNEL DIRECTOR

Mr. Crockard stated that the job posting for the Director of Classified Personnel was going well and it appeared we would have some very qualified candidates to go through the selection process.

10. CLOSED SESSION – A closed session was not held.

11. NEXT MEETING DATE AND ADJOURNMENT: 5:47 p.m.

The next scheduled meeting of the Personnel Commission will be Wednesday, June 15, 2005, at 5:30 p.m., in the Classified Personnel Testing Room.

There will be a Special Meeting of the Personnel Commission on Thursday, June 16, 2005, at 5:15 p.m., to interview final candidates for the Director of Classified Personnel position.