

**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  
5:30 p.m.  
August 18, 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**

John R. Caldecott, Secretary to the Commission  
Marla K. Loffelmacher, Administrative Assistant III – PC  
Andi Rohrer, Personnel Analyst

**VISITORS PRESENT**

Cindy Means, President, CSEA  
Connie Duddridge, Risk Manager

**3. ADOPTION OF AGENDA**

Mr. Henderson moved to adopt the agenda for August 18, 2005 as submitted. Mr. Wayman seconded the motion and it carried.

**4. APPROVAL OF MINUTES**

Mr. Wayman moved to approve the minutes of the regular meeting of June 15, 2005 as submitted. Mr. Henderson seconded the motion as amended and it carried.

**5. APPROVAL OF MINUTES**

Mr. Henderson moved to approve the minutes of the regular meeting of June 16, 2005 as submitted. Mr. Wayman seconded the motion as amended and it carried.

**6. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION**

There were no presentations to the Personnel Commission.

**7. RATIFICATION OF VACANCY ANNOUNCEMENTS**

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

a.	Nutrition Services Supervisor	91-05
b.	School/Community Facilitator	92-05
c.	Nutrition Services Assistant II	93-05
d.	School Administrative Assistant-Elementary/Intermediate	01-06
e.	Instructional Assistant I – Technology	02-06
f.	Office Assistant III	03-06
g.	Maintenance Electrician	04-06
h.	Maintenance and Operations Manager	05-06
i.	Assessment Technician	06-06
j.	Assessment Assistant	07-06
k.	Instructional Assistant II – Technology	08-06
l.	Teacher Assistant	09-06
m.	Payroll Technician	10-06
n.	Transportation Dispatcher/Scheduler	11-06
o.	School Community Facilitator	12-06
p.	Instructional Assistant I – Technology	13-06
q.	Custodian	14-06
r.	Substitute Bus Driver	15-06
s.	Bus Driver Trainee	16-06
t.	Instructional Assistant/Special Education	17-06
u.	Substitute Nutrition Services Assistant I	18-06
v.	Teacher Assistant – Bilingual/Spanish	19-06
w.	Substitute Custodian	20-06
x.	School Bus Cover Driver	21-06
y.	School Administrative Assistant – High School	22-06
z.	School Registrar	23-06

**8. CERTIFICATION OF NEW ELIGIBILITY LISTS**

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

a.	School Office Assistant/Office Assistant II	01-06
b.	Nutrition Services Assistant I	02-06
c.	School/Community Facilitator	03-06
d.	Library Media Clerk	04-06
e.	College Guidance Specialist	05-06
f.	Preschool Site Facilitator	06-06
g.	Child Care Provider	07-06
h.	Health Assistant	08-06
i.	Maintenance Electrician	09-06
j.	School Administrative Assistant – Elementary/Intermediate	10-06
k.	Nutrition Services Assistant II	11-06
l.	Nutrition Services Supervisor	12-06
m.	Office Assistant III	13-06
n.	Maintenance and Operations Manager (Grounds)	14-06
o.	Assessment Technician	15-06

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| p. | Transportation Dispatcher/Scheduler | 16-06 |
| q. | Job Coach                           | 17-06 |

**9. APPROVE PROPOSED TITLE CHANGE FOR ASSISTANT SUPERINTENDENT, BUSINESS SERVICES TO CHIEF BUSINESS OFFICIAL AND UPDATED CLASS DESCRIPTION**

Mr. Wayman moved to approve the proposed title change for Assistant Superintendent, Business Services to Chief Business Official and the updated class description as submitted. Mr. Henderson seconded the motion and it carried.

**10. APPROVE PROPOSED TITLE CHANGE FOR DIRECTOR OF FISCAL SERVICES TO ADMINISTRATIVE DIRECTOR I OF FISCAL SERVICES, UPDATED CLASS DESCRIPTION, SALARY REALLOCATION AND RECLASSIFICATION OF INCUMBENT WITH THE POSITION**

Mr. Henderson moved to approve proposed title change for Director of Fiscal Services to Administrative Director I of Fiscal Services and that it be approved along with the updated class description, and that the incumbent, Mr. Jeff Trader, be reclassified with a salary reallocation of approximately four (4) percent at Management Salary level 6012 as submitted, with an effective date of August 18, 2005. Mr. Trader meets the requirements of the Personnel Commission Rule and Regulation regarding reclassification. Mr. Wayman seconded the motion and it carried.

**11. APPROVE RECLASSIFICATION OF THE POSITION OF ADMINISTRATIVE ASSISTANT I POSITION IN RISK MANAGEMENT TO RISK MANAGEMENT TECHNICIAN AND RECLASSIFY THE CURRENT INCUMBENT WITH THE CLASSIFICATION OF RISK MANAGEMENT TECHNICIAN**

Mr. Wayman moved to approve that the incumbent, Ms. Ruth Anne Dorman, be reclassified with the position of Risk Management Technician as submitted as she meets the requirements of Personnel Commission Rule and Regulation regarding reclassification, with an effective date of August 18, 2005. The classification is in the Bargaining Unit Salary Range 38. Mr. Henderson seconded the motion and it carried.

**12. ANNUAL REPORT – INFORMATION ITEM ONLY**

The Annual Report for the 2004-05 school year was presented at the Personnel Commission Meeting on August 18, 2005, as an information item only.

**13. PERSONNEL DIRECTOR**

Mr. Caldecott stated that he was pleased to be part of the Newport-Mesa Unified School District Team. Mr. Caldecott said he was very impressed with the quality and the amount of work that gets done with such a small staff. He said the staff works very hard indeed. Mr. Caldecott has appreciated the welcoming attitude of the employees of the District.

- 14. CLOSED SESSION** – The regular meeting adjourned to closed session at 5:56 p.m. and reconvened to open session at 6:35 p.m.; no action was taken.
- 15. NEXT MEETING DATE AND ADJOURNMENT: 5:50 p.m.**

The next scheduled meeting of the Personnel Commission will be Thursday, September 22, at 5:30 p.m., in the Classified Personnel Testing Room.