

**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  
5:31 p.m.  
September 22, 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  
Derek Kinsey, Second Vice-President, CSEA

**3. ADOPTION OF AGENDA**

Mr. Wayman moved to adopt the agenda for September 22, 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 August 18, 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. Wayman moved to ratify the following vacancy announcements as submitted.  
Mr. Henderson seconded the motion and it carried.

a.	School Attendance Technician	24-06
b.	School Support Secretary	25-06
c.	Instructional Assistant I – Technology	26-06
d.	Job Developer	27-06
e.	Instructional Assistant/Child Care	28-06
f.	Health Assistant	29-06
g.	Head Custodian	30-06
h.	Office Assistant III	31-06
i.	Senior Irrigation Specialist	32-06
j.	Preschool Teacher	33-06
k.	Office Assistant I/Office Assistant II/ School Office Assistant	34-06

**7. 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.	Assessment Assistant	18-06
b.	Inst. Asst./ Special Ed.	19-06
c.	Teacher Assistant	20-06
d.	School Bus Cover Driver	21-06
e.	School/Community Facilitator	22-06
f.	Inst. Asst./ Child Care	23-06
g.	Teacher Assistant/Bilingual	24-06
h.	School Administrative Assistant – High School/Adult School	25-06
i.	School Registrar	26-06
j.	Inst. Asst./ Special Ed.	27-06
k.	Payroll Technician	28-06
l.	School Support Secretary	29-06
m.	Teacher Assistant	30-06
n.	Teacher Assistant – Bilingual Spanish	31-06
o.	Inst. Asst./ Special Ed.	32-06
p.	Inst. Asst./ Child Care	33-06
q.	School Attendance Technician	34-06

**8. APPROVE THE OUTREACH ADVOCACY PROGRAM PROPOSED JOB DESCRIPTIONS, TITLES AND SALARY ALLOCATIONS**

Mr. Wayman moved to approve the proposed job descriptions, titles and salary allocations for the Outreach Advocacy Program as follows and as presented. Outreach Advocate, Coordinator of Outreach Advocacy Programs III, Coordinator of Outreach Advocacy Programs II, and Director of Outreach Advocacy Programs as presented. Mr. Henderson seconded the motion and it carried.

- 9. APPROVE TITLE MODIFICATION OF SCHOOL REGISTRARS AT THE HIGH SCHOOL LEVEL TO SCHOOL REGISTRAR II, JOB DESCRIPTION MODIFICATION, SALARY REALLOCATION, AND THE RECLASSIFICATION OF THE CURRENT INCUMBENTS WHO MEET THE RULES AND REGULATIONS – ALSO APPROVE THE TITLE MODIFICATION OF SCHOOL REGISTRAR TO SCHOOL REGISTRAR I AT THE MIDDLE SCHOOL LEVEL WITH NO CHANGE IN SALARY OR CLASS DESCRIPTION.**

Mr. Henderson moved to approve the title modification of School Registrar at the high school level to School Registrar II with job description modifications, salary reallocation and reclassification of those incumbents who meet the personnel commission rules for reclassification and that the title modification of School Registrar to School Registrar I be approved at the middle school level with no change in class description and no change in salary. Mr. Wayman seconded the motion and it carried.

**10. PERSONNEL DIRECTOR**

Mr. Caldecott explained the new policy instituted by the California School Employees Association when the CSEA's appointee's term is going to expire. CSEA now requires that the position be opened for application. Once a selection has been made, that information is forward to the Board of Education for ratification at their first meeting in November.

Mr. Caldecott invited members of the Personnel Commission to attend the ceremony for the recipients of the PRIDE (Proudly Recognizing Individuals Demonstrating Excellence) Annual Award. Six employees were selected to receive this prestigious award.

Mr. Caldecott will also be attending the School Administrative Assistant's monthly meetings. He attended the first one and has been invited to attend all of them.

**11. CLOSED SESSION – No closed session**

**12. NEXT MEETING DATE AND ADJOURNMENT: 6:10 p.m.**

The next scheduled meeting of the Personnel Commission will be Thursday, October 20, at 5:30 p.m., in the Classified Personnel Testing Room.