

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
5:34 p.m.
October 20, 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 - Absent
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. Henderson moved to adopt the agenda for October 20, 2005 as submitted. Mr. Soden, Jr., seconded the motion and it carried.

4. APPROVAL OF MINUTES

Mr. Henderson moved to approve the minutes of the regular meeting of September 22, 2005 as submitted. Mr. Soden, Jr., 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. Soden, Jr., seconded the motion and it carried.

a.	School Attendance Assistant	35-06
b.	Preschool Teacher Assistant	36-06
c.	School Registrar II	37-06
d.	School Support Secretary	38-06
e.	Senior Irrigation Specialist	39-06
f.	School/Community Facilitator	40-06
g.	Coordinator of Outreach Advocacy II	41-06
h.	Outreach Advocate	42-06
i.	Director of Outreach Advocacy Programs	43-06

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

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

a.	Instructional Assistant I - Technology	35-06
b.	Head Custodian	36-06
c.	Inst. Asst./ Child Care	37-06
d.	Inst. Asst./ Special Ed.	38-06
e.	Office Assistant III	39-06
f.	Teacher Assistant	40-06
g.	Teacher Assistant – Bilingual	41-06

8. APPROVE THE MODIFICATION OF SENIOR IRRIGATION SPECIALIST JOB CLASSIFICATION

The members of the Personnel Commission approved the modification of the senior irrigation specialist job classification as submitted. Mr. Soden, Jr., seconded the motion and it carried. There was no change in salary.

9. APPROVE NEW PROPOSED JOB CLASSIFICATION OF SPEECH LANGUAGE PATHOLOGY ASSISTANT

The members of the Personnel Commission approved the new proposed job classification of Speech Language Pathology Assistant with the salary being allocated to the Bargaining Unit Schedule, Range 44 as submitted. Mr. Soden, Jr., seconded the motion and it carried.

10. APPROVE NEW PROPOSED JOB CLASSIFICATION OF BUS MONITOR

The members of the Personnel Commission approved the new proposed job classification of Bus Monitor with the salary being allocated to the Bargaining Unit Schedule, Range 25 as submitted. Mr. Soden, Jr., seconded the motion and it carried.

11. APPROVE MODIFICATIONS OF TRANSPORTATION DEPARTMENT JOB CLASSIFICATIONS

The members of the Personnel Commission approved the modifications to the following Transportation Department job classifications as submitted. : The modifications are being made in accordance with state requirements for bus transportation of students. The actual requirements remain the same, but the terminology has been updated to reflect current language used throughout the state. No other changes have been recommended. Bus Driver, Bus Driver Trainee, Bus Driver Trainer, Delegated Behind the Wheel Trainer, Lead Vehicle and Equipment Mechanic, Mechanic's Assistant, School Bus Cover Driver, Transportation Dispatcher/Scheduler, Transportation Operations Supervisor, Transportation Parts Assistant, Vehicle and Equipment Maintenance Supervisor, Vehicle and Equipment Mechanic, and Vehicle Service Attendant. Mr. Soden, Jr., seconded the motion and it carried.

12. PERSONNEL DIRECTOR

There was no Director's report.

13. CLOSED SESSION

Closed Session was not held.

14. NEXT MEETING DATE: November 17, 2005 @ 5:30 p.m. ADJOURNMENT 5:50 p.m.

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