

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
5:30 p.m.
February 28, 2007

MINUTES

1. OPENING CEREMONIES

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

2. COMMISSIONERS PRESENT

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

STAFF PRESENT

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

VISITOR PRESENT

Elizabeth Novack, Assistant Superintendent, Human Resources

3. ADOPTION OF AGENDA

Mr. Wayman moved to adopt the agenda for February 28, 2007 as presented. Ms. Infantino seconded the motion and it carried.

4. APPROVAL OF MINUTES

Ms. Infantino moved to approve the minutes of the regular meeting of January 18, 2007 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.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

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|----|---|---------|
| a. | Nutrition Services Assistant I (Updated Salary added) | 83-07 A |
| b. | Lead Instructional Assistant – Extended Day Programs | 85-07 |
| c. | Health Assistant | 86-07 |
| d. | Grounds Maintenance Worker | 87-07 |
| e. | Maintenance Carpenter | 88-07 |
| f. | Child Care Provider | 89-07 |
| g. | Instructional Assistant – Special Education (Cover) | 90-07 |
| h. | Preschool Teacher | 91-07 |
| i. | School Administrative Assistant – Intermediate/Elementary | 92-07 |

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Ms. Infantino 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. | Job Developer | 83-07 |
| b. | Payroll Technician | 84-07 |
| c. | Inst. Asst./Extended Day Program | 85-07 |
| d. | Inst. Asst./ Special Ed. | 86-07 |
| e. | Technology Support Technician | 87-07 |
| f. | Bus Driver | 88-07 |
| g. | Instructional Assistant II Technology | 89-07 |
| h. | Preschool Teacher Assistant | 90-07 |
| i. | Teacher Assistant/Bilingual – Spanish | 91-07 |
| j. | Nutrition Services Supervisor | 92-07 |
| k. | Preschool Site Facilitator | 93-07 |
| l. | Grounds Maintenance Worker | 94-07 |
| m. | Bus Monitor | 95-07 |
| n. | School Office Assistant/Office Assistant II | 96-07 |
| o. | Office Assistant I | 97-07 |
| p. | School Support Secretary | 98-07 |
| q. | Nutrition Services Assistant I | 99-07 |
| r. | High School Plant Supervisor | 100-07 |

8. MODIFICATION OF PERSONNEL COMMISSION RULE 6.2.2.1 - Demotions

The second reading of Personnel Commission Rule 6.2.2.1 – Demotions was presented to the Personnel Commission for modification with the amendments that the words “ the employee’s” replace the word “his” (last sentence) and that the words “the employee” replace “he” in the last sentence.

“A permanent employee may request voluntary demotion to a vacant position in a class within the same promotional series with a lower maximum salary rate. A permanent employee may request voluntary demotion to a vacant position in a class in a different promotional series with a lower maximum salary rate ~~only~~ if the permanent employee had previously achieved permanency in a class in that promotional series or if the Director finds the qualifications and duties to be sufficiently related. Such requests require the approval of ~~his~~ the employee’s current department head and that of the head of the department to which ~~he~~ the employee is to be assigned.”

Mr. Wayman moved to approve the modification of Personnel Commission Rule 6.2.2.1 – Demotions as amended. Ms. Infantino seconded the motion and it carried.

9. PERSONNEL DIRECTOR

Mr. Caldecott noted that the California School Personnel Commissioners’ annual conference had taken place and that it was great to have Ms. Infantino, Ms. Means, Mr. Medina and staff present. Mr. Caldecott thanked Ms. Rohrer, Ms. Loffelmacher and Mr. Aginlar, web application developer, Information Technology Division, for the support provided for the conference registration.

Mr. Caldecott stated that it was nice to have Dr. Novack at the Personnel Commission meeting as she’s been busy with N-MFT (Newport-Mesa Federation of Teachers) negotiations. Dr. Novack mentioned that the negotiations were going well and that Interest Based Bargaining makes the process much smoother as it provides an avenue for dialogue.

10. CLOSED SESSION – The regular meeting was adjourned for closed session at 5:40 p.m. No action taken.

11. NEXT MEETING DATE: March 15, 2007@ 5:30 p.m. ADJOURNMENT: 6:32 p.m.

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