

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.
May 31, 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

Cindy Means, President, CSEA

3. ADOPTION OF AGENDA

Mr. Wayman moved to adopt the agenda for May 31, 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 April 26, 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

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

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|----|------------------------------------------------------|---------|
| a. | Administrative Assistant II | 106-07 |
| b. | Director of Facilities Development-Planning & Design | 107-07 |
| c. | Administrative Assistant Confidential | 108-07 |
| d. | Administrative Assistant Confidential | 108-07A |
| e. | Occupational Therapist | 109-07 |

- f. Payroll Technician 110-07
- g. Lead Custodian 111-07

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Mr. Wayman moved to approve the certification of the following eligibility lists as submitted. Ms. Infantino seconded the motion and it carried.

- a. Payroll Technician 123-07
- b. Maintenance Carpenter 124-07
- c. Instructional Assistant/Special Education 125-07
- d. Instructional Assistant/Extended Day Programs 126-07
- e. School Support Secretary 127-07
- f. Lead Custodian 128-07
- g. Preschool Site Facilitator 129-07
- h. Preschool Teacher 130-07
- i. Preschool Teacher Assistant 131-07
- j. Accounting Assistant II 132-07
- k. Accounting Assistant ASB 133-07
- l. Library Media Clerk 134-07
- m. Health Assistant 135-07

8. APPROVE THE MODIFICATION OF THE JOB DESCRIPTION FOR OCCUPATIONAL THERAPIST

The modifications that were recommended related to the Licenses and Other Requirements section to read: License, Certificate and other Requirements - Board certification from the National Board of Occupational Therapy (NBCOT) and License from the California Board of Occupational Therapy (CBOT).

Mr. Wayman moved to approve the modification of the job description for Occupational Therapist with no change in salary as presented. Ms. Infantino seconded the motion and it carried.

9. FIRST READING: MODIFICATION OF PERSONNEL COMMISSION RULE AND REGULATION 6.3.4.2, RIGHTS AND BENEFITS (LIMITED TERM) AND 6.3.5.1 AND 6.3.5.2, TERMINATIONS (LIMITED TERM)

The first reading of the modification to the rule changes was presented to the members of the Personnel Commission as an information item. The second reading will be held Thursday, June 21, 2007.

6.3.4.2 All other limited-term employees shall be granted only those benefits provided by law, ~~such as paid holidays and bereavement leave.~~ No seniority or credit toward completion

of probation or any other benefit shall accrue from service in a limited-term appointment, except as provided under Paragraph 6.3.4.1 of this rule.

6.3.5.1 Limited-term appointments ~~may shall~~ be discontinued ~~subject to termination~~ at any time based on the needs of the District. ~~except during an assigned shift.~~

6.3.5.2 Limited-term employees may be dismissed ~~without for~~ cause and serve in an at will capacity.; ~~which cause shall be made known to them and to the Director of Classified Personnel in writing.~~ The Director of Classified Personnel may remove the employee's name from the special list for limited-term appointments, if appropriate. ~~his investigation supports such an action.~~

10. ADOPT PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2007-08

Ms. Infantino moved to approve the Personnel Commission budget for Fiscal Year 2007-08 as presented. Mr. Wayman seconded the motion and it carried.

11. PERSONNEL DIRECTOR

Mr. Caldecott stated that Dr. Novack sent her regrets that she was not able to attend the Personnel Commission Meeting; a special cabinet meeting was called and her attendance there was required.

Mr. Caldecott spoke about the success of the ACE program (Appreciating Classified Employees) that was held on May 24th and the barbeque that followed. It was agreed by all who participated that this was a wonderful event that provided a learning experience for all! It fostered feelings of goodwill and support for the program. Mr. Caldecott related his experience in visiting Ms. Kim Large in Transportation and was excited that he observed the scheduling of a field trip and conducted a pre-trip inspection. Mr. Caldecott also visited Nutrition Services and checked out the Small Engine Mechanic's shop.

Mr. Caldecott related that our District Superintendent, Dr. Hubbard, spent his time in Nutrition Services 'shadowing' Ms. Coco Rubalcava, Nutrition Services Assistant III. Dr. Hubbard was privileged to prepare scrambled eggs...it was reported that he did burn the eggs, but that Ms. Rubalcava saved them!

Ms. Katherine Infantino, Vice-Chairperson for the Personnel Commission, visited Newport Harbor High School Nutrition Services and 'shadowed' Ms. Jan Reid, Nutrition Services Assistant III. Ms. Infantino reported that Ms. Reid not only was the recipient of Newport Harbor High School's Classified Employee of the Year Award, but that she performs a phenomenal job at NHHS. Staff and students appreciate Ms. Reid's skills, kindness and the caring she demonstrates each day.

Mr. Caldecott invited everyone to attend the June 12th Board of Education Meeting where all of the ACE participants will be recognized with a certificate. Pictures of the participants will be on display as well! This event will begin at 7 p.m.

Mr. Caldecott congratulated and thanked Ms. Cindy Means, President, CSEA and Ms. Andrea Rohrer, Personnel Analyst for putting this fabulous program together on such short notice. The District and CSEA are looking forward to this event next school year. In fact, it was so popular that some folks asked if they could 'shadow' another day in addition to the one they'd just completed.

Mr. Caldecott stated that the barbeque which was prepared by Nutrition Services was wonderful and it was a hit with the participants.

12. CLOSED SESSION – none held.

13. NEXT MEETING DATE: June 21, 2007 @ 5:30 p.m. ADJOURNMENT: 5:55 p.m.

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