

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.
October 30, 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

VISITORS PRESENT

Cindy Means, President, CSEA – Chapter 18
Elizabeth I. Novack, Assistant Superintendent, Human Resources

3. ADOPTION OF AGENDA

Ms. Infantino moved to adopt the agenda for October 30, 2007 as presented. Mr. Wayman seconded the motion and it carried.

4. APPROVAL OF MINUTES

Mr. Wayman moved to approve the minutes of the regular meeting of September 20, 2007 as presented. Ms. Infantino 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. | Campus Security Personnel - Female | 38-08 |
| b. | Accounting Assistant III | 39-08 |
| c. | School Attendance Assistant | 40-08 |
| d. | Campus Security Personnel – Female | 41-08 |

e.	Instructional Assistant/Special Education (Cover)	42-08
f.	Office Assistant III	43-08
g.	Job Developer	44-08
h.	Teacher Assistant	45-08
i.	School Office Assistant/Office Assistant II	46-08
j.	Preschool Teacher Assistant	47-08

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.	Warehouse Worker II	34-08
b.	Preschool Site Facilitator	35-08
c.	HVAC/R Technician	36-08
d.	Bus Driver	37-08
e.	Job Coach	38-08
f.	Library Media Clerk	39-08
g.	Credentials Analyst	40-08
h.	Credentials Technician	41-08
i.	Executive Assistant - Confidential	42-08
j.	Bilingual Office Assistant	43-08
k.	Occupational Therapist	44-08
l.	Nutritionist	45-08
m.	Campus Security Personnel	46-08
n.	Grounds Maintenance Worker	47-08
o.	School/Community Facilitator	48-08
p.	Teacher Assistant	49-08
q.	Inst. Asst./Extended Day Programs	50-08
r.	Inst. Asst./Special Ed.	51-08

8. APPROVAL OF THE MODIFICATION OF LICENSE REQUIREMENT FOR THE CLASSIFICATION OF GROUNDS EQUIPMENT OPERATOR

Mr. Wayman moved to approve the modification of the DMV license requirement for the classification of Grounds Equipment Operator including a Class A license with no restrictions for driving with air brakes which is to be obtained within the first six months of employment with no change in salary. Ms. Infantino seconded the motion and it carried.

9. APPROVAL OF THE PROPOSED NEW JOB DESCRIPTION FOR EARLY LITERACY COACH

Ms. Infantino moved to approve the proposed new job description for Early Literacy Coach and that it be allocated to Range 61 on the Bargaining Unit Salary Schedule. Mr. Wayman seconded the motion and it carried.

10. PERSONNEL COMMISSION DESIGNATION OF HEARING OFFICER

Mr. Wayman moved to approve the designation of a hearing officer in the appeal process of a classified employee. Mr. Wayman included in his motion to approve Ms. Patricia D. Barrett, Attorney at Law, as the hearing officer for this case. Ms. Infantino seconded the motion and it carried.

11. CONSIDERATION OF APPEAL OF ELIMINATION FROM ELIGIBILITY LIST FOR CAMPUS SECURITY PERSONNEL

In accordance with Personnel Commission Rule and Regulation 4.1.4.2.3, which states: *Upon receipt of an appeal, the Commission shall review all of the evidence, and render a decision. Its decision shall be transmitted in writing to the individual concerned and shall be final.*

Mr. Wayman moved to sustain the decision of the Personnel Director to remove an applicant from an eligibility list. Ms. Infantino seconded the motion and it carried.

12. PERSONNEL DIRECTOR

Mr. Caldecott advised the members of the Personnel Commission that the Board of Education announced the reappointment of Mr. Ken Wayman as the Board's appointee to the Personnel Commission at the October 23rd meeting following a public hearing. Each Personnel Commissioner serves a three-year term. Mr. Wayman's term will begin December 1, 2007 at noon. Mr. Caldecott, Personnel Commissioners and staff congratulated Mr. Wayman on his reappointment.

13. CLOSED SESSION - None

14. NEXT MEETING DATE: December 5, 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.