

**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  
5:30 p.m.  
March 18, 2004  
**MINUTES**

**1. OPENING CEREMONIES**

Mr. 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  
Mark Soden, Jr., Vice-Chairperson  
Kenneth L. Wayman, Commissioner

**STAFF PRESENT**

Bruce Crockard, Secretary to the Commission  
Marla K. Loffelmacher, Administrative Assistant III – PC  
Andi Rohrer, Personnel Analyst

**VISITORS PRESENT**

Jared Vieyra, CSEA, President

**3. ADOPTION OF AGENDA**

Mr. Wayman moved to adopt the agenda for March 18, 2004 as submitted. Mr. Soden, Jr., seconded the motion as amended and it carried.

**4. APPROVAL OF MINUTES**

Mr. Soden, Jr., moved to approve the minutes of the regular meeting of February 26, 2004 as submitted. Mr. Wayman seconded the motion and it carried.

**5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION**

There were no presentations to the Personnel Commission.

**6. CERTIFICATION OF NEW ELIGIBILITY LISTS**

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

a.	Transportation Dispatcher	48-04
b.	Nutrition Services Supervisor	49-04
c.	Senior Maintenance Worker	50-04
d.	School Administrative Assistant – Elementary/Intermediate School	51-04
e.	School Administrative Assistant – High School/Adult School	52-04
f.	Health Assistant	53-04
g.	Lead Grounds Maintenance Worker	54-04
h.	Director of Transportation	55-04
i.	Assessment Technician	56-04
j.	Campus Security Personnel	57-04
k.	Reading Resource Technician	58-04
l.	Inst. Asst./ Special Ed.	59-04
m.	Irrigation Specialist	60-04

**7. RATIFICATION OF VACANCY ANNOUNCEMENTS**

Mr. Wayman moved to ratify the following vacancy announcements. Mr. Soden Jr., seconded the motion and it carried.

a.	Office Assistant II	57-04
b.	Preschool Teacher Assistant	58-04
c.	Vehicle and Equipment Mechanic	59-04
d.	Office Assistant Series	60-04

**8. SECOND READING OF PROPOSED CHANGE OR PERSONNEL COMMISSION RULES AND REGULATIONS CHAPTER 3, SECTION 3.3.3.4 RECLASSIFICATION**

This item was removed at the request of the Director for further investigation into verbiage issues regarding Education Code vs. Personnel Commission Rules and Regulations. This item will be brought back to the Personnel Commission as a first reading in April, 2004.

**9. PERSONNEL DIRECTOR**

Mr. Crockard proudly announced that Ms. Andrea Rohrer received a PRIDE (Proudly Recognizing Individuals Demonstrating Excellence) award at the March 9, 2004, Board of Education meeting. Mr. Crockard thanked Mark Soden, Jr., for attending the event.

Mr. Crockard shared that he will be attending the third session of the Merit Academy being held in LaQuinta, California. Bill Ewing will be conducting a class on compensation and classification and asked if Mr. Crockard would assist in teaching the class.

**10. CLOSED SESSION – A closed session was held, no action taken. Closed session adjourned at 6:05 p.m.**

**11. NEXT MEETING DATE:**

The next scheduled meeting of the Personnel Commission will be Thursday, April 24, 2004, at 5:30 p.m., in the Classified Personnel Testing Room.

**12. ADJOURNMENT 5:48 p.m.**