

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.
April 24, 2003

MINUTES

1. OPENING CEREMONIES

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

2. COMMISSIONERS PRESENT

Kenneth L. Wayman, Chairperson
Thomas W. Henderson, Vice-Chairperson
Mark Soden, Jr., Commissioner

STAFF PRESENT

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

VISITORS PRESENT

Marsha Kane, CSEA

3. ADOPTION OF AGENDA

Mr. Henderson moved to adopt the agenda for April 24, 2003 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 March 20, 2003 as submitted. Mr. Soden, Jr., 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. Henderson moved to approve the certification of the following eligibility lists. Mr. Soden, Jr., seconded the motion and it carried.

a.	Teacher Assistant	70-03
b.	Instructional Assistant I – Technology	71-03
c.	Office Assistant I	72-03
d.	School Office Assistant/Office Assistant II	73-03
e.	Office Assistant III	74-03
f.	Administrative Director, Facilities Support Services	75-03
g.	Computer Software Analyst II	76-03
h.	Nutrition Services Assistant I	77-03
i.	Senior Maintenance Worker	78-03

7. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

a.	Irrigation Specialist	57-03
b.	Information Technology Technician I – Recruitment canceled – 4/4/03	58-03
c.	School Support Secretary – Recruitment canceled – 4/3/03	59-03
d.	Transportation Parts Assistant	60-03
e.	Summer Programs	61-03

8. PROPOSED NEW CLASSIFICATION OF ENERGY MANAGER

Mr. Henderson moved to approve the proposed new classification of Energy Manager as submitted and that the salary be allocated to the Management Salary Schedule, Range 6001 at the Coordinator III level (\$64,489 - \$78,461 annually). Mr. Soden, Jr., seconded the motion and it carried.

9. PROPOSED PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2003-04

The proposed budget was presented as an information item only. The public hearing for the Proposed Personnel Commission Budget will be held at the next Personnel Commission Meeting May 8, 2003, 5:30 p.m.

10. PERSONNEL DIRECTOR

Mr. Crockard discussed the Interest Based Bargaining Workshop he and Mrs. Rohrer attended. He said it was a good day and much was learned from the art of building consensus.

Mr. Crockard thanked Mrs. Rohrer and Mrs. Carter for their assistance during the Administrative Assistant's absence.

The Members of the Personnel Commission were informed of Mary Ruth Nicoll's passing. Mary Ruth was the wife of former Superintendent, Dr. John Nicoll. Mary Ruth passed away after a long illness. Our thoughts are with Dr. Nicoll and his family during this difficult time.

11. CLOSED SESSION: No closed session held.

12. ADJOURNMENT: 5:55 p.m.

The next scheduled meeting of the Personnel Commission will be Thursday, May 8, 2003, at 5:30 p.m., in the Classified Personnel Testing Room.