

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.
May 8, 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

Geraldine Jaffe, Hearing Officer, Attorney at Law
Marsha Kane, CSEA

3. ADOPTION OF AGENDA

Mr. Crockard requested that Item 9. on the agenda be removed and revisited at a later date. Mr. Henderson moved to adopt the agenda for May 8, 2003 as amended. 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 April 24, 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

There were no new eligibility lists to be certified.

7. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

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| a. Community Service Program Specialist | 62-03 |
| b. Maintenance Worker | 63-03 |
| c. Vehicle and Equipment Mechanic | 64-03 |

8. PUBLIC HEARING: PROPOSED PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2003-04.

Mr. Crockard stated that the Personnel Commission budget had been reviewed by the Superintendent. It was recommended that the Personnel Commission approve the budget for fiscal year 2003-2004 as submitted. Mr. Mark Soden, Jr., moved to approve the Personnel Commission budget as submitted. Mr. Henderson seconded the motion and it carried.

9. MODIFICATION OF CLASSIFICATIONS FOR PRESCHOOL DIRECTOR, PRESCHOOL SITE FACILITATOR AND PRESCHOOL TEACHER - THE CLASS DESCRIPTIONS WILL BE HANDED OUT AT THE PERSONNEL COMMISSION MEETING.

This item was removed from the agenda to be revisited at a later date.

10. MODIFICATION OF CLASSIFICATION FOR IRRIGATION SPECIALIST

Mr. Jetta, Director of Facilities, Maintenance and Operations is requesting that the Irrigation Specialist be allowed to obtain a backflow certificate within the probationary period, and not be a prerequisite to employment as is currently the case. There was no recommendation to change the salary allocation.

Mr. Henderson moved to approve the modification for the classification of Irrigation Specialist as submitted. Mr. Soden, Jr., seconded the motion and it carried.

11. PERSONNEL DIRECTOR

Mr. Crockard did not present a Director's Report.

12. CLOSED SESSION - 6:15 p.m.

The Commission met in closed session to discuss personnel matters pursuant to Government Code section 54957.1 – Public Employee Discipline/Dismissal/Release.

13. OPEN SESSION

The meeting reconvened at 6:35 p.m. Mr. Wayman announced that the Personnel Commission took action in closed session regarding the termination of a public employee. Mr. Wayman stated that upon thorough review of the recommendation of the Personnel Commission's appointed Hearing Officer, and after careful deliberation, the Personnel Commission of the Newport-Mesa Unified School District voted to uphold the action taken by the Board of Trustees to terminate the appellant, Mr. Fred Morgan, effective January 28, 2003.

Mr. Wayman, speaking on behalf of the Personnel Commission, stated that they would like to express their sincere appreciation for the concise and exemplary work of Geraldine Jaffe, Hearing Officer, and Attorney at Law. Ms. Jaffe conducted the formal appeal hearing and presented findings, conclusions of law, and recommendations to the Commission.

14. ADJOURNMENT: 6:38 p.m.

The next scheduled meeting of the Personnel Commission will be Thursday, June 19, 2003, at 5:30 p.m., in the Classified Personnel Testing Room.