

**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 20, 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

**VISITOR PRESENT**

Cindy Means, CSEA, Second Vice-President

**3. ADOPTION OF AGENDA**

Mr. Wayman moved to adopt the agenda for May 20, 2004 as submitted. Mr. Soden, Jr., seconded the motion as amended and it carried.

**4. APPROVAL OF MINUTES**

Mr. Wayman moved to approve the minutes of the regular meeting of April 22, 2004 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. RATIFICATION OF VACANCY ANNOUNCEMENTS**

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

- |                                      |       |
|--------------------------------------|-------|
| a. Preschool Teacher Assistant       | 67-04 |
| b. Accounting Assistant III          | 68-04 |
| c. Payroll Supervisor                | 69-04 |
| d. Warehouse Worker I                | 70-04 |
| e. Student Assistant – Summer School | 71-04 |
| f. Head Custodian                    | 72-04 |
| g. Student Worker                    | 73-04 |

**7. CERTIFICATION OF NEW ELIGIBILITY LISTS**

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

- |  |       |
|--|-------|
| a. Nutrition Services Assistant III            | 63-04 |
| b. Preschool Teacher Assistant                 | 64-04 |
| c. Nutrition Services Assistant I              | 65-04 |
| d. School Office Assistant/Office Assistant II | 66-04 |
| e. Office Assistant III                        | 67-04 |
| f. Occupational Therapist                      | 68-04 |
| g. Office Assistant I                          | 69-04 |

**8. APPROVAL OF PROPOSED MODIFICATION OF THE CLASS DESCRIPTION FOR SENIOR MAINTENANCE WORKER**

Mr. Soden, Jr., moved to approve the proposed modification of the class description for Senior Maintenance Worker as amended. The amendment to the Basic Function of the job description as presented and the change in the wording to...maintenance of district buildings, rather than the ...maintenance of school buildings... The BASIC FUNCTION now reads: Under the direction of an assigned Maintenance and Operations Manager, perform a variety of semi-skilled and skilled maintenance, repair and construction tasks in the maintenance of district buildings, facilities and equipment; assist skilled maintenance workers as a helper in various skilled maintenance trades including electrical work, HVAC (heating, ventilating and air conditioning), carpentry, gardening, plumbing, painting, glazing and locksmithing. Assure a safe environment for students and staff. There was no recommended change in salary. Mr. Wayman seconded the motion as amended and it carried.

Class Descriptions are available to you by going to the District's web site – click on Employment – the click on Class Descriptions. You may also access the class description by going to the Personnel Commission Department and then clicking on Class Descriptions.

**9. APPROVAL OF THE SECOND READING OF PROPOSED CHANGE OR PERSONNEL COMMISSION RULES AND REGULATIONS CHAPTER 3, SECTIONS 3.3.3.1, 3.3.3.2, 3.3.3.3, 3.3.3.4, RECLASSIFICATION**

Mr. Wayman moved to approve the recommendation that the proposed changes of the Personnel Commission Rules and Regulations as it pertains to the chapter and sections listed above as submitted. Mr. Soden, Jr., seconded the motion and it carried.

The Personnel Commission Rules and Regulations are available to you on the District's web site under our department – then click on Rules and Regulations.

**10. APPROVAL OF THE ADOPTION OF THE PROPOSED PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2004-05**

Mr. Soden, Jr., moved to adopt the Personnel Commission Budget for fiscal year 2004-2005 as submitted. Mr. Wayman seconded the motion and it carried.

The Personnel Commission Budget for 2004-2005 will be forwarded to the Superintendent, Orange County Department of Education and submitted for County approval. After the final approval has been processed, the Personnel Commission Budget will be posted on the District web site – under Personnel Commission.

**11. PERSONNEL DIRECTOR**

Mr. Crockard announced that Joe Ybarra, Director of Human Resources is now Dr. Joe Ybarra. Dr. Ybarra graduated with his Ph.D., last Saturday. Congratulations, Dr. Ybarra!

Mr. Crockard gave an update on Principal interviews that have been held so far this year. More interviews will be held next week. There have been many very fine candidates.

The annual Personnel Commissioner's conference will be held next year, February 10, 11, 12 and 13, 2005, in Long Beach, California.

Mr. Crockard presented each Personnel Commissioner with a N-MUSD satchel for Classified Appreciation Week. These were gifts from our Board of Education, and were given to all classified employees. Teachers also received the same gift for Certificated Appreciation Week. The Commissioners were pleased with their gifts and conveyed their "thanks" to the Board of Education.

**12. CLOSED SESSION** – A closed session was not held.

**13. NEXT MEETING DATE AND ADJOURNMENT: 5:50 p.m.**

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

**There will not be a Personnel Commission Meeting during the month of July 2004.**