

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
5:34 p.m.
June 24, 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 June 24, 2004 with the amendment that Item 9. be deleted. 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 May 20, 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. RATIFICATION OF VACANCY ANNOUNCEMENTS

Mr. Wayman moved to ratify the following vacancy announcements with the notation that Item 6.e (78-04) was a number not used. Mr. Soden Jr. seconded the motion and it carried.

a.	Preschool Teacher Assistant	74-04
b.	Human Resources Supervisor	75-04
c.	Campus Security Personnel	76-04
d.	Inst. Asst./ Child Care	77-04
e.	Unused Number	78-04
f.	Human Resources Technician	79-04
g.	School Administrative Assistant – Elementary	80-04
h.	School Support Secretary	81-04
i.	Instructional Assistant/Special Education	82-04
j.	Teacher Assistant	83-04
k.	Teacher Assistant – Bilingual	84-04
l.	Maintenance Locksmith	85-04
m.	School Registrar	86-04
n.	Inst. Asst./Child Care	87-04

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

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

a.	Nutrition Services Assistant II	70-04
b.	Campus Security Personnel	71-04
c.	Assessment Assistant	72-04
d.	Buyer	73-04
e.	Preschool Teacher Assistant	74-04
f.	Human Resources Supervisor	75-04
g.	Inst. Asst./Child Care	76-04
h.	Accounting Assistant III	77-04

8. APPROVAL OF REALLOCATION OF SALARY AND MODIFICATION OF CLASS DESCRIPTION FOR TRANSPORTATION PARTS ASSISTANT

Mr. Wayman moved to approve the salary reallocation and modifications of the class description for Transportation Parts Assistant, salary range reallocation from (Bargaining Unit) Range 34 to 36 (\$2722-\$3334) as submitted. Mr. Soden, Jr. seconded the motion and it carried.

9. APPROVAL OF DELETION OF TWO CLASSIFICATIONS WITHIN THE DEPARTMENT OF TRANSPORTATION – MECHANIC’S ASSISTANT AND BUS DRIVER TRAINER

This item was deleted from the agenda.

10. APPROVAL TO REINSTATE FORMER CLASSIFICATION OF SMALL ENGINE MECHANIC WITH MODIFICATIONS

Mr. Soden, Jr. moved to approve the reinstatement of Small Engine Mechanic with modifications to be placed on the Bargaining Unit Salary Range of 39 (\$3025 – \$3705), as submitted. Mr. Wayman seconded the motion and it carried.

11. APPROVAL OF REALLOCATION OF SALARY FOR OCCUPATIONAL THERAPIST

Mr. Soden, Jr. moved to approve the salary reallocation for the classification of Occupational Therapist, from Bargaining Unit Range 52 to 60 (\$56,683-\$69,441) as submitted. Mr. Wayman seconded the motion and it carried.

12. PERSONNEL DIRECTOR

Mr. Crockard gave an overview of what has been happening in the district the past several weeks. Many discussions have taken place regarding the District’s budget. The personnel commission staff has been working on placements of employees who need to be moved to a new work site due to budget constraints.

Mr. Crockard also informed the commissioners that we are working with California School Employees’ Association regarding a layoff. The layoff resolution will be on the Board Agenda for the July 13, 2004 meeting. The affected employees will have employment options.

13. CLOSED SESSION – A closed session was not held.

14. NEXT MEETING DATE AND ADJOURNMENT: 6:00 p.m.

The next scheduled meeting of the Personnel Commission will be Thursday, August 26, 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.