

**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

5:33 p.m.  
July 18, 2002  
**MINUTES**

**1. OPENING CEREMONIES**

Ms. Susan Meyer, Chairperson, called the meeting to order with a silent invocation followed by the Pledge of Allegiance to the flag.

**2. COMMISSIONERS PRESENT**

Susan G. Meyer, Chairperson  
Kenneth L. Wayman, Vice-Chairperson  
Thomas W. Henderson, Commissioner

**STAFF PRESENT**

Bruce Crockard, Secretary to the Commission  
Marla Loffelmacher, Administrative Assistant  
Andrea Rohrer, Personnel Analyst

**VISITORS PRESENT**

Amy Madore, Labor Relations Representative, CSEA  
Roland Lujan, President, CSEA

**3. ADOPTION OF AGENDA**

Mr. Wayman moved to adopt the agenda for July 18, 2002 as submitted. Mr. Henderson seconded the motion and it carried.

**4. APPROVAL OF MINUTES**

Mr. Henderson moved to approve the minutes of the regular meeting of June 20, 2002 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 LIST**

Mr. Wayman moved to approve the certification of the following eligibility list. Mr. Henderson seconded the motion and it carried.

- a. Occupational Therapist 01-03

**7. RATIFICATION OF VACANCY ANNOUNCEMENTS**

Mr. Henderson moved to ratify the following vacancy announcements. Mr. Wayman seconded the motion and it carried.

- a. Library Media Technician 72-02
  - b. Health Assistant 73-02
- New Fiscal Year**
- c. Credentials Analyst 01-03
  - d. Grounds Maintenance Worker 02-03
  - e. Athletic Equipment Attendant – Female 03-03
  - f. Campus Security Personnel 04-03
  - g. Community Service Program Specialist 05-03
  - h. Job Developer 06-03

**8. PERSONNEL DIRECTOR**

Mr. Crockard advised that the Board of Education took action to layoff sixteen classified employees effective August 16, 2002. The Superintendent explored many ideas to avoid a layoff, however, the action was necessary to preserve and protect the rights of the employees affected. Layoff occurs due to a lack of funds or a lack of work – in this case funding was the issue. Staff worked closely with employees to try to lessen the impact. All employees will still have a position with the district.

Ms. Meyer shared that she, on behalf of the Personnel Commission, would be submitting Mr. Crockard’s name for the Dr. Schuyler C. Joyner Award to be presented at the California School Personnel Commissioners Association annual conference in January 2003 for the 2002 school year. This is a very prestigious award given to those who have provided exemplary service to their school district, community and professional organizations and who have demonstrated a sustained effort in supporting merit principles.

**9. CLOSED SESSION:**

The members of the Personnel Commission closed the meeting at 5:39 p.m. to discuss personnel matters pursuant to Government Code Section 54957.1 – Public Employee Discipline/Dismissal/Release.

**10. OPEN SESSION:**

The meeting reconvened at 6:29 p.m. Ms. Meyer announced that the Personnel Commission took action in closed session regarding the suspension of a public employee. Ms. Meyer 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 suspend the appellant, Ms. Dorothy Gillespie, for fifteen days.

Ms. Meyer also announced that the Personnel Commission took action in closed session regarding the suspension of a public employee. Ms. Meyer 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 suspension imposed by the Board of Trustees and to modify the term pursuant to the recommendation of the Hearing Officer to fifteen days for the appellant, Mr. Alfredo de Carvalho.

Ms. Meyer, speaking on behalf of the Personnel Commission, stated that they would like to express their sincere appreciation for the concise and exemplary work of Patricia D. Barrett, Hearing Officer, and Attorney at Law. Ms. Barrett conducted the formal appeal hearings and presented findings, conclusions of law, and recommendations to the Commission.

**11. ADJOURNMENT: 6:33 p.m.**

The next scheduled meeting of the Personnel Commission will be Thursday, August 15, 2002, at 5:30 p.m., in the Classified Personnel Testing Room.