

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.

July 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

Jared Vieyra, CSEA, President

3. ADOPTION OF AGENDA

Mr. Soden, Jr., moved to adopt the agenda for July 24, 2003 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 19, 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.

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|------------------------------------|-------|
| a. Irrigation Specialist | 01-04 |
| b. Transportation Parts Assistant | 02-04 |
| c. Nutrition Services Assistant I | 03-04 |
| d. Nutrition Services Assistant II | 04-04 |
| e. Athletic Equipment Attendant | 05-04 |

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. Teacher Assistant – Open and Continuous | 01-04 |
| b. Teacher Assistant – Bilingual – Open and Continuous | 02-04 |
| c. Inst. Asst./ Special Ed. – Open and Continuous | 03-04 |
| d. Nutrition Services Assistant I – Open and Continuous | 04-04 |
| e. Custodian – Open and Continuous | 05-04 |
| f. Substitute Bus Driver – Open and Continuous | 06-04 |
| g. Bus Driver Trainee – Open and Continuous | 07-04 |
| h. Bus Driver – Open and Continuous | 08-04 |
| i. Maintenance Locksmith | 09-04 |
| j. Job Developer – Special Education Department | 10-04 |
| k. Job Coach | 11-04 |

8. PROPOSED NEW CLASSIFICATION OF FACILITIES ANALYST

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

9. MODIFICATION OF CLASSIFICATIONS FOR PRESCHOOL DIRECTOR, PRESCHOOL SITE FACILITATOR AND PRESCHOOL TEACHER.

Mr. Henderson moved to approve the modifications for the classifications of Preschool Director, Preschool Site Facilitator and Preschool Teacher as submitted. There was no recommendation to change salary allocations. Mr. Soden, Jr., seconded the motion and it carried.

10. PERSONNEL DIRECTOR

Mr. Crockard related to the members of the Personnel Commission that our Superintendent is committed to keeping all staff in the District on board, in current classifications, and that our school district will not experience a layoff.

11. CLOSED SESSION

The regular meeting adjourned to closed session at 5:45 p.m. and reconvened to open session at 5:56 p.m. No action was taken during closed session.

12. ADJOURNMENT: 5:56 p.m.

The next scheduled meeting of the Personnel Commission will be Thursday, September 18, 2003, at 5:30 p.m., in the Classified Personnel Testing Room.