

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.

August 15, 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
Andrea Rohrer, Personnel Analyst

VISITORS PRESENT

Roland Lujan, President, CSEA

3. ADOPTION OF AGENDA

Mr. Henderson moved to adopt the agenda for August 15, 2002 as submitted. Mr. Wayman seconded the motion and it carried.

4. APPROVAL OF MINUTES

Mr. Wayman moved to approve the minutes of the regular meeting of July 18, 2002 as submitted. Mr. Henderson 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. Wayman seconded the motion and it carried.

a.	Athletic Equipment Attendant	02-03
b.	Teacher Assistant	03-03
c.	Inst. Asst./ Special Ed.	04-03
d.	Job Developer	05-03
e.	Office Assistant I	06-03
f.	School Office Assistant/Office Assistant II	07-03
g.	Office Assistant III	08-03
h.	School/Community Facilitator	09-03
i.	Administrative Assistant II	10-03
j.	Teacher Assistant – Bilingual/Spanish	11-03
k.	Instructional Assistant I – Technology	12-03
l.	Health Assistant	13-03

7. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

a.	Receptionist – Revised (change in typing speed)	07-03-A
b.	Office Assistant Series – Open and Continuous	08-03
c.	Teacher Assistant-Bilingual/Spanish - Open and Continuous	09-03
d.	Teacher Assistant – Open and Continuous	10-03
e.	Inst. Asst./ Special Ed. – Open and Continuous	11-03
f.	Custodian – Open and Continuous	12-03
g.	Nutrition Services Assistant I – Open and Continuous	13-03
h.	Bus Driver – Open and Continuous	14-03
i.	Administrative Assistant III	15-03
j.	Administrative Assistant III – Revised	15-03-A
k.	School Support Secretary	16-03

8. MODIFICATION OF CLASSIFICATION – RECEPTIONIST

Mr. Wayman moved to approve that the typing requirement for the classification of Receptionist be modified from 45 net words per minute to 30 net words per minute as submitted. Mr. Henderson seconded the motion and it carried.

9. PERSONNEL DIRECTOR

Mr. Crockard reported on the continuance of Susan Meyer as a Personnel Commissioner. However, after the conclusion of the meeting, Susan Meyer stated she may not be returning as a new position out of the area might preclude her from being a Personnel Commissioner.

Mr. Crockard invited all members of the Personnel Commission to attend a dinner meeting on August 27, 2002 for the Orange County Personnel Commissioners Association. The topic of the meeting was "No Child Left Behind." He also referenced an email received regarding the No Child Left Behind Act (NCLBA).

Dr. Lorri McCune and Mr. Crockard presented this year's Leadership Workshop. Mr. Crockard stated that from the evaluations received it appeared that the workshop was a success and was very well received.

10. CLOSED SESSION: None

11. ADJOURNMENT: 5:50 p.m.

The next scheduled meeting of the Personnel Commission will be Thursday, September 19, 2002, at 5:30 p.m., in the Classified Personnel Testing Room.