

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 26, 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

3. ADOPTION OF AGENDA

Mr. Wayman moved to adopt the agenda for August 26, 2004 with the amendment that Item 6.a.2 read: Maintenance Painter on the agenda and on the vacancy announcement at the bottom where the title is located – vacancy announcement was correct when distributed. 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 June 24, 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.a.2 was amended to read: Maintenance Painter. Mr. Soden Jr. seconded the motion as amended and it carried.

a.	Administrative Assistant II	01-05
b.	Office Assistant Series	02-05
c.	Preschool Teacher	03-05
d.	Job Developer	04-05
e.	School Community Facilitator	05-05
f.	Job Coach – Open and Continuous	06-05
g.	Custodian – Open and Continuous	07-05
h.	Bus Driver – Open and Continuous	08-05
i.	Substitute Bus Driver – Open and Continuous	09-05
j.	Bus Driver Trainee – Open and Continuous	10-05
k.	Nutrition Services Assistant I – Open and Continuous	11-05
l.	HVAC/R Technician	12-05
m.	Inst. Asst./ Special Ed.	13-05
n.	Teacher Assistant – Bilingual/Spanish	14-05
o.	Teacher Assistant	15-05
p.	Irrigation Specialist	16-05
q.	Transportation Operations Supervisor	17-05
r.	Inst. Asst./ Special Ed.	18-05
s.	Preschool Site Facilitator	19-05
t.	Office Assistant Series	20-05
u.	Administrative Assistant II – Confidential	21-05
v.	Occupational Therapist	22-05
w.	Library Media Clerk	23-05
x.	Small Engine Mechanic	24-05
y.	School Attendance Technician	25-05
z.	School Attendance Assistant	26-05
a.1	Bilingual Office Assistant – Spanish	27-05
a.2	Maintenance Locksmith Painter	28-05

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

a.	Payroll Supervisor	01-05
b.	Warehouse Worker I	02-05
c.	Head Custodian	03-05
d.	Human Resources Technician	04-05
e.	Campus Security Personnel	05-05
f.	School Adm. Assistant - Elementary/Intermediate	06-05
g.	Inst. Asst./ Special Ed.	07-05
h.	School Support Secretary	08-05
i.	Preschool Teacher	09-05
j.	School Registrar	10-05
k.	Office Assistant III	11-05
l.	School Office Assistant/Office Assistant II	12-05
m.	Office Assistant I	13-05
n.	Custodian	14-05
o.	Transportation Operations Supervisor	15-05

8. PERSONNEL DIRECTOR

Mr. Crockard gave a brief overview of what has been happening in the district the past several weeks. Mr. Crockard stated that our Superintendent believes strongly that people come first and that no one should be placed in a layoff position if there is any possible way to avoid that situation. Consequently, the staff has been diligent in working with sites and employees to ensure all employees will have a job and a place to report at the beginning of school.

Mr. Crockard shared that he visited Costa Mesa High School where Measure A projects are underway. Mr. Crockard stated it is amazing what the people are doing and that projects will be completed in time for the opening of school. Mr. Crockard stated he was very impressed.

Mr. Crockard gave “kudos” to the Personnel Commission Staff members for working so industriously to ensure schools are staffed with classified employees at the beginning of the school year. Mr. Crockard stated he really appreciates all the hard work performed by Andi, Carol and Marla. Andi has gotten so much testing done this summer that we are going to start calling her “Hurricane Andi.”

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

10. NEXT MEETING DATE AND ADJOURNMENT: 5:40 p.m.

The next scheduled meeting of the Personnel Commission will be Thursday, September 16, 2004, at 5:30 p.m., in the Classified Personnel Testing Room.