

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.

September 18, 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

Geraldine Jaffe, Hearing Officer
Marsha Kane, CSEA

3. ADOPTION OF AGENDA

Mr. Henderson., moved to adopt the agenda for September 18, 2003 as submitted. Mr. Soden, Jr., seconded the motion and it carried.

4. APPROVAL OF MINUTES

Mr. Soden, Jr., moved to approve the minutes of the regular meeting of July 24, 2003 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. Soden, Jr., seconded the motion and it carried.

a.	Lead Human Resources Technician	06-04
b.	Office Assistant I	07-04
c.	School Office Assistant/Office Assistant II	08-04
d.	Office Assistant III	09-04
e.	Health Assistant	10-04
f.	School Attendance Technician	11-04
g.	Energy Manager	12-04
h.	School Adm. Asst. – Elementary and Intermediate	13-04
i.	School Adm. Asst. – High School and Adult School	14-04
j.	Human Resources Technician	15-04
k.	Vehicle and Equipment Mechanic	16-04
l.	Maintenance and Operations Manager	17-04
m.	Maintenance Locksmith	18-04
n.	Job Developer	19-04
o.	Job Coach	20-04
p.	Instructional Assistant – Child Care	21-04
q.	Instructional Assistant – Special Education	22-04

7. RATIFICATION OF VACANCY ANNOUNCEMENTS

Mr. Henderson moved to ratify the following vacancy announcements. Mr. Soden, Jr., seconded the motion and it carried.

a.	Maintenance and Operations Manager	12-04
b.	College Guidance Specialist	13-04
c.	Facilities Analyst	14-04
d.	Facilities Analyst – reopened for recruitment – apply by date changed	14-04 A
e.	School Support Secretary	15-04
f.	Job Coach	16-04
g.	Administrative Assistant II	17-04
h.	Preschool Teacher	18-04
i.	Preschool Teacher – Revised – Hours per day increased	18-04 A
j.	School Registrar	19-04
k.	Irrigation Specialist	20-04
l.	Job Developer – Special Education Department	21-04
m.	School/Community Facilitator	22-04
n.	Information Technology Technician I	23-04
o.	Maintenance Carpenter	24-04

8. PERSONNEL DIRECTOR

Mr. Crockard related to the members of the Personnel Commission that our Superintendent was committed to keeping all staff in the District on board, in current classifications, and that our school district will not experience a layoff. The employees affected have been placed in their same or new locations.

Mr. Crockard shared that former Personnel Commissioner, Susan Meyer, called the other day. Susan wished staff and commissioners well. Susan is enjoying her position but would like to be able to work in the Orange County area when a Labor Relations Representative position opens.

The members of the Personnel Commission were invited to the Board of Education meeting, to be held, Tuesday, September 23, 2003 at 7:00 p.m. when the recipients of the PRIDE of the Year Awards will be presented. PRIDE – Proudly Recognizing Individuals Demonstrating Excellence. There are five deserving recipients this year.

9. CLOSED SESSION 5:45 p.m.

The Commission will meet in closed session to discuss personnel matters pursuant to Government Code section 54957.1 – Public Employee Discipline/Dismissal/Release.

10. OPEN SESSION

The meeting reconvened at 6:50 p.m. Mr. Wayman announced that the Personnel Commission took action in closed session regarding the suspension of a public employee. Mr. Wayman 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, Mr. Kenneth Roane, for four days.

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

11. NEXT MEETING DATE:

The next scheduled meeting of the Personnel Commission will be Thursday, October 16, 2003, at 5:30 p.m., in the Classified Personnel Testing Room.

12. ADJOURNMENT 6:55 p.m.