

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.
October 16, 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

VISITORS PRESENT

Lorri McCune, Assistant Superintendent, Human Resources
Timothy Marsh, Administrative Director of Facilities, Maintenance and Operations
Jared Vieyra, President, CSEA
Marsha Kane, Vice-President, CSEA

3. ADOPTION OF AGENDA

Mr. Soden, Jr., moved to adopt the agenda for October 16, 2003 as submitted. Mr. Henderson, seconded the motion and it carried.

4. APPROVAL OF MINUTES

Mr. Soden, Jr., moved to approve the minutes of the regular meeting of September 18, 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. APPROVAL OF NEW CLASSIFICATION – ASSISTANT DIRECTOR, MAINTENANCE AND OPERATIONS

Mr. Henderson moved to approve the new classification Assistant Director, Maintenance and Operations as submitted and to place the salary on the Administrative Salary Schedule at Range 6001 – Coordinator III (\$64,489 - \$78,461). Mr. Soden, Jr., seconded the motion and it carried.

7. 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.	Administrative Assistant II	23-04
b.	School Registrar	24-04
c.	Job Coach	25-04
d.	Preschool Teacher Assistant	26-04
e.	College Guidance Specialist	27-04
f.	Preschool Teacher	28-04

8. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

a.	Preschool Teacher	25-04
b.	Maintenance Plumber	26-04
c.	Transportation Dispatcher	27-04
d.	Occupational Therapist	28-04
e.	Child Care Provider	29-04

9. PERSONNEL DIRECTOR

Mr. Crockard complimented Ms. Carter and Ms. Loffelmacher for stepping up to the plate during Ms. Rohrer's time away from the office – on a much deserved vacation.

Mr. Crockard discussed some of the issues brought forward by the No Child Left Behind (NCLB) program. Currently, our office is in the process of giving the new written examination created to meet the requirements of this program. Our office invited forty-five employees to take the new examination. We will continue to invite staff until we have tested all staff working with children who require this examination. Our office is working closely with CSEA (California School Employees Association) regarding this process.

Newport-Mesa Unified is set for the third annual Classified Staff Development Day, October 31, 2003, to be held at National University and Harper Site. Over three-hundred employees have registered for classes. We are looking forward to offering informative and educational seminars and workshops to our valued classified employees.

10. CLOSED SESSION 5:43 p.m.

The Commission met in closed session to discuss a public employee's performance evaluation (Government code 54957) – no action to be taken.

11. OPEN SESSION

The meeting reconvened at 6:10 p.m. No action taken – no action to report.

12. NEXT MEETING DATE:

The next scheduled meeting of the Personnel Commission will be Monday, November 24, 2003, at 5:30 p.m., in the Classified Personnel Testing Room.

13. ADJOURNMENT 6:10 p.m.