

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.
November 18, 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

VISITORS PRESENT

Brian Thurman, Ed.D, Director of Human Resources
Cindy Means, President, CSEA

3. ADOPTION OF AGENDA

Mr. Soden, Jr. moved to adopt the agenda for November 18, 2004 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 October 28, 2004 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. RATIFICATION OF VACANCY ANNOUNCEMENTS

Mr. Wayman moved to ratify the following vacancy announcements as submitted. Mr. Soden Jr. seconded the motion and it carried.

- a. Office Assistant III 46-05
- b. School Office Assistant/Office Assistant II 47-05

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

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

- a. Teacher Assistant 36-05
- b. Teacher Assistant – Bilingual Spanish 37-05
- c. School Administrative Assistant- High School/Adult School 38-05
- d. Instructional Assistant – Child Care 39-05
- e. Instructional Assistant I – Technology 40-05
- f. School Office Assistant – Spanish Required 41-05
- g. Small Engine Mechanic 42-05
- h. School Administrative Assistant Elementary/Intermediate 43-05
- i. Health Assistant 44-05

8. APPROVAL OF RECLASSIFICATION REQUEST – FROM IRRIGATION SPECIALIST TO SENIOR IRRIGATION SPECIALIST

Mr. Wayman moved to approve the reclassification request from Irrigation Specialist to Senior Irrigation Specialist as submitted. This reclassification involves three incumbents – two of whom meet Personnel Commission Rules and Regulations pertaining to reclassification – one incumbent has been with the district less than two years and would be required to take a qualifying examination in order to be reclassified with the position. Mr. Soden, Jr. seconded the motion and it carried. Mr. John Mauck and Mr. Daniel Valdez were reclassified with the position, effective November 18, 2004. Mr. Juan Hernandez-Rico will be administered a qualifying examination. On qualifying on the written examination, Mr. Hernandez-Rico may then be reclassified with the position. This process will be facilitated by the personnel analyst.

9. PERSONNEL DIRECTOR

Mr. Crockard welcomed and introduced Dr. Brian Thurman, our new Director of Human Resources to the members of the personnel commission and to our guests. Mr. Crockard stated that Dr. Thurman is a great addition to the Newport-Mesa Unified School District and to our Human Resources staff!

Mr. Crockard talked about the Classified Employee Staff Development Day which was held on November 1st. Mr. Crockard thanked Ms. Loffelmacher for her part in getting this day off the ground. In turn, Mr. Volkan Aginlar was recognized for his “magic” in setting up the registration process online, saving our department many hours. Also, Ms. Andi Rohrer and Ms. Beth Erl were recognized for their assistance on the day of the event – their help was invaluable.

Mr. Crockard advised that the Superintendent and the Board of Education will be recommending that Mr. Wayman serve on the Personnel Commission for another three-year term. Mr.

Wayman's term will become effective noon, on December 1, 2004. Also, at the December meeting we will have our annual organizational meeting where a new Chairperson and Vice-Chairperson are nominated and appointed. The third personnel commissioner will serve as a member of the Personnel Commission.

Mr. Crockard invited the members of the personnel commission to attend the California Schools Personnel Commissioners Association (state conference), being held in February at the Westin Hotel in Long Beach. Mr. Soden, Jr. indicated he would like to attend the conference. Staff will get information to Mr. Soden, Jr. and make appropriate arrangements.

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

11. NEXT MEETING DATE AND ADJOURNMENT: 5:47 p.m.

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