

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
5:32 p.m.
January 20, 2005
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

Mark Soden, Jr., Chairperson
Kenneth L. Wayman, Vice- Chairperson
Thomas W. Henderson, Commissioner

STAFF PRESENT

Bruce Crockard, Secretary to the Commission
Marla K. Loffelmacher, Administrative Assistant III – PC
Andi Rohrer, Personnel Analyst

VISITOR PRESENT

Cindy Means, 2nd Vice-President, CSEA

3. ADOPTION OF AGENDA

Mr. Wayman moved to adopt the agenda for January 20, 2005 as submitted. Mr. Henderson seconded the motion and it carried.

4. APPROVAL OF MINUTES

Mr. Henderson moved to approve the minutes of the regular meeting of January 20, 2005 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 as submitted.
Mr. Henderson seconded the motion and it carried.

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|----|--------------------------------------|-------|
| a. | Information Technology Technician II | 54-05 |
| b. | Preschool Teacher | 55-05 |
| c. | Preschool Teacher Assistant | 56-05 |
| d. | Lead Grounds Maintenance Worker | 57-05 |
| e. | Grounds Maintenance Worker | 58-05 |
| f. | Credentials Technician | 59-05 |
| g. | Campus Security Personnel | 60-05 |
| h. | Teacher Assistant | 61-05 |

7. CERTIFICATION OF NEW ELIGIBILITY LIST

Mr. Henderson moved to approve the certification of the following eligibility list. Mr. Wayman seconded the motion and it carried.

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|----|----------------------|-------|
| a. | Office Assistant III | 55-05 |
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8. APPROVED THE RECOMMENDATION TO REALLOCATE THE SALARY RANGE AND MODIFICATION OF THE CLASS DESCRIPTION FOR CREDENTIALS ANALYST

Mr. Wayman moved to approve that the classification description for Credentials Analyst be modified and that the salary range be reallocated from Bargaining Unit Salary Range 42 to Salary Range 45 (\$3523-\$4314) as submitted. Mr. Henderson seconded the motion and it carried.

9. DIRECTOR REPORT

Mr. Crockard talked about the memorial services for our beloved Linda Mook who passed away during the holidays. Ms. Mook was a teacher for the district for twenty-seven years and served as N-MFT President for many of those years.

Mr. Crockard reminded all of us regarding the California State Personnel Commissioners Association Southern Annual Conference being held February 10 – 14, 2005, being held at the Westin Hotel in Long Beach. He gave us an overview of the conference.

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

11. NEXT MEETING DATE AND ADJOURNMENT: 5:50 p.m.

The next scheduled meeting of the Personnel Commission will be Thursday, January 20, 2005, at 5:30 p.m., in the Classified Personnel Testing Room.