

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.
April 21, 2005
MINUTES

1. OPENING CEREMONIES

Mr. Soden Jr. 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

VISITORS PRESENT

Jared Vieyra-President, CSEA

3. ADOPTION OF AGENDA

Mr. Henderson moved to adopt the agenda for May 19, 2005 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 April 21, 2005 as submitted. Mr. Henderson seconded the motion as amended and it carried.

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

There were no presentations to the Personnel Commission.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

a.	District Assessment Specialist	70-05
b.	Occupational Therapist	71-05
c.	Athletic Equipment Attendant – Male	72-05
d.	Technology Support Supervisor	73-05
e.	Delegated Behind the Wheel Trainer	74-05
f.	Transportation Operations Supervisor	75-05
g.	Preschool Teacher	76-05
h.	School Community Facilitator	77-05
i.	Teacher Assistant – Bilingual	78-05
j.	Administrative Assistant II	79-05
k.	Summer Programs	80-05
l.	Director of Classified Personnel	81-05
m.	Bilingual Office Assistant	82-05

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

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

a.	Instructional Assistant/Special Education	75-05
b.	Grounds Maintenance Worker	76-05
c.	Lead Grounds Maintenance Worker	77-05
d.	School Office Assistant/Office Assistant II	78-05
e.	Inst. Asst./ Child Care	79-05
f.	Director of Facilities, Maintenance and Operations	80-05
g.	Instructional Assistant/Special Education	81-05
h.	Accounting Assistant III	82-05
i.	Head Custodian	83-05
j.	Custodian	84-05

8. APPROVAL OF RECLASSIFICATION FOR MR. DEREK KINSEY TO THE NEW POSITION OF SENIOR SYSTEMS ENGINEER

Mr. Henderson made the recommendation that Mr. Derek Kinsey be reclassified to the new position of Senior Systems Engineer at Bargaining Unit Salary Range 60 (\$5153-\$6313) as submitted. Mr. Wayman seconded the motion and it carried.

At this point in the meeting, it was determined that the members of the Personnel Commission would approve Items 9 through 11 regarding classification modifications to the classification

specifications of Preschool Site Facilitator, Preschool Teacher and Preschool Teacher Assistant as submitted. The motion was made by Mr. Henderson and seconded by Mr. Wayman and it carried.

9. APPROVE CLASSIFICATION MODIFICATION OF PRESCHOOL SITE FACILITATOR

It is recommended that the classification modification be approved with no change in salary as submitted.

10. APPROVE CLASSIFICATION MODIFICATION OF PRESCHOOL TEACHER

It is recommended that the classification modification for the position of Preschool Teacher be approved with no change in salary as submitted.

11. APPROVE CLASSIFICATION MODIFICATION OF PRESCHOOL TEACHER ASSISTANT

It is recommended that the classification modification for the position of Preschool Teacher Assistant be approved with no change in salary as submitted.

12. PROPOSED PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2005-06

The proposed budget was presented as an information item only.

INFORMATION ITEM

13. PERSONNEL DIRECTOR

Mr. Crockard discussed the timelines for the recruitment process for the Director of Classified Personnel. The application deadline was set for May 23, 2005, no later than 4 p.m.

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

15. NEXT MEETING DATE AND ADJOURNMENT: 5:56 p.m.

The next scheduled meeting of the Personnel Commission will be Thursday, May 19, 2005, at 5:30 p.m., in the Classified Personnel Testing Room.