

NEWPORT-MESA UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission
Regular Meeting of the Personnel Commission
2985-A Bear Street, Personnel Commission Testing Room, Costa Mesa, CA 92626

September 10, 2009

4:00 p.m.

MINUTES

1. OPENING CEREMONIES

Mr. Kenneth Wayman, Chairperson, called the meeting to order with a silent invocation followed by the Pledge of Allegiance to the flag.

2. ROLL CALL

Kenneth L. Wayman, Chairperson
Thomas W. Henderson, Vice-Chairperson
Katherine Infantino, Commissioner

STAFF PRESENT

John R. Caldecott, Secretary to the Commission
Christi Winslow, Administrative Assistant/Confidential – Personnel Commission
Andrea D. Rohrer, Personnel Analyst
Carol Carter, Human Resources Technician

VISITORS PRESENT

Cindy Means, President, CSEA – Chapter 18
Elizabeth I. Novack, Ph.D., Assistant Superintendent, Human Resources
Tristan Aley, Director of Facilities, Maintenance and Operations

3. ADOPTION OF AGENDA

Ms. Infantino moved to adopt the agenda for September 10, 2009 as presented. Mr. Henderson seconded the motion and it carried.

4. APPROVAL OF MINUTES

Mr. Henderson moved to approve the minutes of the regular meeting of July 15, 2009 as presented. Ms. Infantino 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

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

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|----|--|-------|
| a. | Custodian | 01-10 |
| b. | Teacher Assistant | 02-10 |
| c. | Teacher Assistant Bilingual | 03-10 |
| d. | Speech and Language Pathology Assistant | 04-10 |
| e. | Lead Custodian | 05-10 |
| f. | Assistant Director of Information Technology | 06-10 |
| g. | Lead Technology Support Technician | 07-10 |
| h. | Job Coach | 08-10 |
| i. | Executive Assistant - Confidential | 09-10 |
| j. | School Office Assistant | 10-10 |
| k. | School/Community Facilitator | 11-10 |
| l. | Vehicle and Equipment Mechanic | 12-10 |

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Mr. Henderson moved to approve the certification of the following eligibility lists as submitted.
Ms. Infantino seconded the motion and it carried.

| | | |
|----|---|-------|
| a. | Administrative Assistant II | 03-10 |
| b. | Warehouse Supervisor | 04-10 |
| c. | Custodian | 05-10 |
| d. | Library Media Clerk | 06-10 |
| e. | Job Coach | 07-10 |
| f. | Head Custodian | 08-10 |
| g. | Health Assistant | 09-10 |
| h. | Instructional Assistant / Special Education | 10-10 |
| i. | Lead Custodian | 11-10 |
| j. | Speech and Language Pathology Assistant | 12-10 |
| k. | Teacher Assistant | 13-10 |

8. APPROVAL OF MODIFICATION OF JOB DESCRIPTIONS IN THE TRANSPORTATION DEPARTMENT

The Director requested that Ms. Rohrer report on the needs of the Transportation Department. Ms. Rohrer explained that legal requirements made it necessary to add a type of license to the job descriptions that might ask a candidate to drive a bus. Ms. Rohrer mentioned that there is no impact on current employees as they already hold the level of this license.

Ms. Infantino moved to approve the modification of the job descriptions in the Transportation Department as submitted for all job titles that would require a candidate to drive a bus. Mr. Henderson seconded the motion and it carried.

- a. Bus Driver Trainee
- b. Bus Driver Trainer
- c. Bus Driver
- d. Delegated Behind the Wheel Trainer
- e. Lead Vehicle and Equipment Mechanic
- f. Mechanics Assistant
- g. School Bus Cover Driver
- h. Transportation Dispatcher-Scheduler
- i. Transportation Operations Supervisor
- j. Transportation Parts Assistant
- k. Vehicle and Equipment Maintenance Supervisor
- l. Vehicle and Equipment Mechanic
- m. Vehicle Service Attendant

9. PERSONNEL DIRECTOR

Mr. Caldecott welcomed visitors Tris Aley and Carol Carter, commenting that due to the time change of the meeting, more staff can attend. Mr. Caldecott reported an excellent school opening and thanked Mr. Aley for arranging his crew to move 60 teachers and have their rooms be ready for the first day of school.

Mr. Caldecott mentioned to the commissioners the upcoming quarterly meeting for the PC-SCA to be held on September 23, 2009 and invited the commissioners to join the personnel commission staff in attending this meeting.

10. ANNOUNCEMENT OF INTENDED JOINT APPOINTEE TO THE PERSONNEL COMMISSION

Mr. Wayman and Ms. Infantino recommended Mr. Thomas Henderson as the Joint Appointee to the Personnel Commission.

11. CLOSED SESSION

The following items will be discussed.

Public employee performance evaluation (Government code §54957)

- I. Staff Evaluation – Director of Classified Personnel
- II. Public Employee Discipline – Review of Report from Hearing Officer

The Director informed the Personnel Commissioners that the response to the hearing was received from the hearing officer. Mr. Caldecott stated that he was called in as a witness at the hearing and therefore will not be present during the closed session deliberation process. Mr. Caldecott reviewed the general actions of the deliberations as that the commissioners can accept, reject, or modify the recommendation of the hearing officer.

Staff returned after the Personnel Commissioners had a chance to deliberate. The Commission reported that they accepted and approved the recommendation from the Hearing Officer regarding the dismissal of employee # 7800001190.

12. NEXT MEETING DATE: October 22, 2009 4:00 PM ADJOURNMENT 4:45 P.M.