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
Andrea Rohrer, Personnel Analyst

VISITORS PRESENT

Jared Vieyra, CSEA, President

3. ADOPTION OF AGENDA

Mr. Soden, Jr., moved to adopt the agenda for July 24, 2003 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 June 19, 2003 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. **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. Irrigation Specialist 01-04  
b. Transportation Parts Assistant 02-04  
c. Nutrition Services Assistant I 03-04  
d. Nutrition Services Assistant II 04-04  
e. Athletic Equipment Attendant 05-04

7. **RATIFICATION OF VACANCY ANNOUNCEMENTS**

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

a. Teacher Assistant – Open and Continuous 01-04  
b. Teacher Assistant – Bilingual – Open and Continuous 02-04  
c. Inst. Asst./ Special Ed. – Open and Continuous 03-04  
d. Nutrition Services Assistant I – Open and Continuous 04-04  
e. Custodian – Open and Continuous 05-04  
f. Substitute Bus Driver – Open and Continuous 06-04  
g. Bus Driver Trainee – Open and Continuous 07-04  
h. Bus Driver – Open and Continuous 08-04  
i. Maintenance Locksmith 09-04  
j. Job Developer – Special Education Department 10-04  
k. Job Coach 11-04

8. **PROPOSED NEW CLASSIFICATION OF FACILITIES ANALYST**

Mr. Soden, Jr., moved to approve the proposed new classification of Facilities Analyst as submitted and that the salary be allocated to the Management Salary Schedule, salary range of Coordinator III, ($64,489 - $78,461 annually). Mr. Henderson seconded the motion and it carried.

9. **MODIFICATION OF CLASSIFICATIONS FOR PRESCHOOL DIRECTOR, PRESCHOOL SITE FACILITATOR AND PRESCHOOL TEACHER.**

Mr. Henderson moved to approve the modifications for the classifications of Preschool Director, Preschool Site Facilitator and Preschool Teacher as submitted. There was no recommendation to change salary allocations. Mr. Soden, Jr., seconded the motion and it carried.

10. **PERSONNEL DIRECTOR**
Mr. Crockard related to the members of the Personnel Commission that our Superintendent is committed to keeping all staff in the District on board, in current classifications, and that our school district will not experience a layoff.

11. CLOSED SESSION

The regular meeting adjourned to closed session at 5:45 p.m. and reconvened to open session at 5:56 p.m. No action was taken during closed session.

12. ADJOURNMENT: 5:56 p.m.

The next scheduled meeting of the Personnel Commission will be Thursday, September 18, 2003, at 5:30 p.m., in the Classified Personnel Testing Room.