NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission
2985-A Bear Street, Thomas W. Henderson Testing Room, Costa Mesa, CA 92626

August 22, 2019 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES:

Mr. Tristan Aley, Chairperson, called the meeting to order with a silent invocation followed by the Pledge of Allegiance.

2. ROLL CALL:

Commission roll call was taken and the following were present:

Tristan L. Aley, Chairperson
Susan G. Meyer, Vice-Chair
Kenneth Wayman, Commissioner
Kristen M. Clark, Secretary to the Personnel Commission

Staff present:

Christi Winslow, Human Resources Analyst
Stephanie Beck, Human Resources Technician

Visitors present:

Pam Saunders, President, CSEA Chapter 18
Brenda Garcia, CSEA Chapter 18
Eleanor Rebard, CSEA Chapter 18
Becky Schmieg, Human Resources Technician

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for August 22, 2019.

Motion made by: Kenneth Wayman
Seconded by: Susan Meyer

Votes:

Tristan L. Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

4. APPROVAL OF MINUTES:

It was recommended that the Commission adopt the minutes of the regular meeting of July 18, 2019, as submitted.

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION:

No presentations were made.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS:

It was recommended that the following vacancy announcement(s) be ratified:

a.	Nutrition Services Assistant I	5-20
b.	Occupational Therapist	6-20
c.	Instructional Assistant-Technology I	7-20
d.	School Registrar I-Middle School	8-20
e.	Nutrition Services Assistant II	9-20
f.	Nutrition Services Assistant III	10-20
g.	Head Custodian–PROMOTIONAL ONLY	11-20
h.	Administrative Assistant II	12-20
i.	Custodian	13-20
j.	Bus Driver	14-20
k.	Instructional Assistant	15-20
l.	Lead Behavior Analysis Interventionist	16-20
m.	Preschool Teacher	17-20
n.	Instructional Assistant - Bilingual	18-20
o.	Computer Software Analyst II	19-20

There was a motion to approve by Mr. Wayman with discussion requested by Ms. Meyer regarding items 6.d. Ms. Meyer inquired about item 6.d. and whether it was the correct classification since the announcement indicated that the vacancy was located at Back Bay/Monte Vista Alternative High School and not a middle school. Christi Winslow explained that, the School Registrar I – Middle School classification has been used based on the size of the alternative high school as opposed to the comprehensive high schools within the District.

Ms. Meyer expressed excitement about the four promotional opportunities for Head Custodian under item 6.g. Ms. Meyer also noted that the letter "F" was missing from the word "Function" in item 6.i.

Motion made by: Kenneth Wayman
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

7. CERTIFICATION OF NEW ELIGIBILITY LISTS:

It was recommended that the following eligibility list(s), as submitted, be certified.

a.	Computer Software Analyst II	01-20
b.	Instructional Assistant–Behavior Intervention	02-20
c.	Information Technology Technician	03-20
d.	Instructional Assistant–Special Education	04-20
e.	Instructional Assistant–Preschool	05-20
f.	Occupational Therapist	06-20
g.	Instructional Assistant – Extended Day Program	07-20
h.	Manager, Nutrition Services Operations/Distribution	08-20
i.	Campus Safety Facilitator	09-20

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. APPROVED CLASSIFICATION MODIFICATION – SCHOOL READINESS PROGRAM FACILITATOR

Based on the needs of the department, it was recommended by Kathleen Leary, Administrative Director, II Early Childhood Education, that the duties of the School Readiness Program Facilitator be modified to reflect various changes since the classification was last filled in 2009.

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. APPROVED RECOMMENDATION OF RECLASSIFICATION OF NAOMI PEREZ'S CURRENT POSITION PRESCHOOL SITE FACILITATOR TO SCHOOL READINESS PROGRAM FACILITATOR

It was recommended that the Commission adopt the Administrative Director's recommendation that Naomi Perez be re-classed to the position of School Readiness Program Facilitator at the CSEA Classified Unit Salary Range 53 ($6,164-$7,552) with an effective date of August 23, 2019.

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

10. APPROVED CLASSIFICATION MODIFICATION – ADMINISTRATIVE DIRECTOR I, CLASSIFIED PERSONNEL

Based on the District's management realignment, it was recommended that the duties of the Administrative Director I, Classified Personnel be modified to reflect various changes from the previous classification of Director of Classified Personnel.

Ms. Clark explained the reasoning behind the major differences from the old class description that are reflective in modification.

Motion made by: Kenneth Wayman
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

11. APPROVED CLASSIFICATION MODIFICATION – DIRECTOR, FISCAL SERVICES

Based on the District's management realignment, it was recommended that the duties of the Director, Fiscal Services be modified to reflect various changes from the previous unfilled classification.

Ms. Clark explained the reasoning behind the major differences from the old class description that were reflected in modification.

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

12. APPROVED CLASSIFICATION MODIFICATION – DIRECTOR, PURCHASING AND WAREHOUSE

Based on the District's management realignment, it was recommended that the duties of the Director, Purchasing and Warehouse be modified to reflect various changes from the previous unfilled classification.

Ms. Clark explained the reasoning behind the major differences from the old class description that were reflected in modification.

Motion made by: Kenneth Wayman
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

13. PERSONNEL DIRECTOR:

Ms. Clark highlighted the following items:

- The NMUSD Board of Education would be voting on Mr. Wayman's reappointment as the Board Representative to the Personnel Commission on August 27, 2019.
- Brenda Garcia was recognized by Delegated Behind the Wheel Trainer Jeffery West for her assistance during his deployments as a Master Sargent with the Reserve 452 Civil Engineer Squadron stationed at March Air Base in Riverside County, California. He presented her with a plaque recognizing her as a "Patriotic Employer for Contributing to National Security and Protecting Liberty and Freedom by Supporting Employee Participation in America's National Guard and Reserve Force". The plaque was presented to Ms. Garcia at the opening day of NMUSD's Transportation Department.
- Ms. Clark reminded the Commission that she would be on vacation beginning September 18th through October 11th and would not be available for the next scheduled Commission meeting.
- Members of the Commission Staff have been working very hard and have stepped up to cover while others are on vacation to be certain that NMUSD's students have what they need when school begins in September.
- Ms. Clark shared that she continues to work closely with CSEA to meet the concerns of staff through problem solving and conflict resolution.
- She was invited to present along with Leona Olson and Megan Elsten at the NMFT New Teacher Orientation that was part of a two-day training for sponsored by the Education Division.

14. NEXT MEETING DATE: Thursday, September 19, 2019 at 4:00 p.m.

15. ADJOURNMENT: 4:40 p.m.