

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

March 21, 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
V-Esther Caldwell, Administrative Assistant–Confidential
Holly DeCarvalho, Associate Human Resources Analyst
Stephanie Beck, Human Resources Technician

Visitors present:

Pam Saunders, President, CSEA Chapter 18
Eleanor Rebard, CSEA Chapter 18
Brenda Garcia, CSEA Chapter 18
Bianca Santos, Payroll Technician
Annette Franco, Communications and Public Relations Officer
Becky Schmieg, Human Resources Technician

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for March 21, 2019.

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

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 February 21, 2019, as amended with a change to item 9 from “Next Two Meeting Dates” to “Next Meeting Date”.

Motion made by: Kenneth Wayman

Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION:

Accounting Assistant III Eleanor Rebard read a prepared statement outlining dissatisfaction with a recent to change to her immediate supervisor since the retirement of Mr. Tim Marsh, as well as being moved from under the Facilities Support Services division to Fiscal Services.

Payroll Technician Rioreginabianca (Bianca) Santos read a prepared statement outlining her reasons for appealing the rejection of her application for the position of Contract Procurement Analyst.

The Commissioners requested that a closed session be scheduled at the April 18, 2019 Personnel Commission meeting to review of Ms. Santos’ appeal.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS:

It was recommended that the following vacancy announcement(s) be ratified, as amended with a change to item 6.b. adding the word “Lead” before Instructional Assistant.

a. Office Assistant III	44-19
b. Lead Instructional Assistant – Extended Day Program	45-19
c. Benefits Technician	46-19
d. District Translator	47-19
e. Bus Driver Trainee	48-19
f. Instructional Assistant	49-19

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. | Student Supervision Assistant | 63-19 |
| b. | Contract and Procurement Analyst | 64-19 |
| c. | Accounting Assistant III | 65-19 |

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. APPROVAL OF CLASSIFICATION MODIFICATION – COMMUNICATIONS SPECIALIST:

Communication and Public Relations Officer Annette Franco explained the reasoning and need behind the requested modifications.

Based on the needs of the department, it was recommended that the modifications of the job description for the classification of Communications Specialist be approved. These modifications have no additional pay allocation.

Motion made by: Kenneth Wayman
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. ANNUAL REPORT:

Ms. Clark highlighted the following items from the Annual Report:

- That there had been some changes to the introduction on the cover.
- That there had been 69 eligibility lists created.
- That 152 new employees were hired into permanent classified positions.
- That there had been 38 promotions.
- That Commission staff oversees several awards/recognition programs including Super Stars, Employee Service Awards, Classified Employee of the Year and Appreciating Classified Employees Day and notes that 269 district employees were recognized, including an employee who has been with the district for 50 years.

10. PERSONNEL DIRECTOR:

Ms. Clark highlighted the following items:

- Classified School Employee of the Year recipients will be recognized at the Tuesday, April 23, 2019 Board of Education Meeting starting at 6:00 p.m., with a brief reception afterwards.

- Appreciating Classified Employees Day will be held on the morning of Thursday, May 23, 2019 with a luncheon to follow. Commissioners will receive more details via email.
- Super Star Awards process is on track for a presentation at the Tuesday, May 28, 2019 Board of Education meeting. More information to be forthcoming.
- CSEA and District negotiations will be starting in April.
- Discussed the challenges that arise when updating a recruitment path for a job classification that had not been filled recently. Asked Christi Winslow to share with Commission our recent recruitment for Accompanist.
- Shared that Commission staff are working on a pilot program with Newport Harbor High School to revise the hiring process for coaches.

11. NEXT MEETING DATE: Thursday, April 18, 2019 at 4:00 p.m.

12. ADJOURNMENT: 4:37 p.m.