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

October 18, 2018 – 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

Commission roll call was taken and the following were present:

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

STAFF PRESENT

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
Brenda Garcia, CSEA

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for October 18, 2018.

Motion made by: Tristan Aley
Seconded by: Susan Meyer

Votes:

Tristan 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 September 20, 2018.

Motion made by: Tristan Aley
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

NONE

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

a.	Director of Maintenance and Operations	25-19
b.	Credential Specialist	26-19

Motion made by: Susan Meyer
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

7. PERSONNEL CERTIFICATION OF NEW ELIGIBILITY LISTS

Recommendation is made that the following eligibility list(s) be certified.

a.	Lead Technology Support Technician	25-19
b.	Instructional Assistant – Special Education	26-19
c.	Instructional Assistant – Behavior Intervention	27-19
d.	Instructional Assistant – Preschool	28-19
e.	Information Technology Technician	29-19
f.	Health Assistant	30-19
g.	Transportation Dispatcher/Scheduler	31-19
h.	Purchasing Assistant	32-19
i.	School Administrative Assistant – High School Alternative	33-19
j.	Instructional Assistant – Behavior Intervention	34-19

Motion made by: Susan Meyer
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. APPROVAL OF CLASSIFICATION MODIFICATION: CONTRACT PROCUREMENT ANALYST

Based on the needs of the department, it is recommended that the modifications of the job description for the classification of Contract Procurement Analyst be approved. These modifications have no additional pay allocation.

Motion made by: Tristan Aley
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. PERSONNEL DIRECTOR

Ms. Clark shared the following item(s):

- Informed Personnel Commission of the upcoming Classified Staff Development Day and distributed copies of the brochure to the Commissioners. The theme for this year is "Communication is Key". The Special Education Department is also offering six different trainings for classified employees. There will be special mandatory Sexual Harassment training for M & O rank and file staff, as well as mandatory Supervisor Management Group training on improving work performance. There will also be special custodial training presented by a Keenan representative related to safety.
- Classified Employee of the Year information has been received and will be distributed to supervisors for nominations.
- Hiring update: YTD, (since July 1, 2018), 55 new hires; 26 promotions; 299 Authorizations to Employee (ATEs); posted 30 positions; 34 eligibility list; reviewed over 1,300 applications; given 6 computer exams, 23 written exams,10 performance exams and 22 qualifying appraisal exams.

10. NEXT MEETING DATE: Thursday, November 15, 2018 at 4:00 p.m.

11. ADJOURNMENT: 4:16 p.m.