

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

September 20, 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 September 20, 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 July 19, 2018.

Motion made by: Susan Meyer
Seconded by: Tristan Aley

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.

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|---|-------|
| a. School Administrative Assistant – High School Alternative Campus | 6-19 |
| b. Purchasing Assistant | 7-19 |
| c. Lead Custodian – PROMOTIONAL ONLY | 8-19 |
| d. Preschool Site Facilitator | 9-19 |
| e. School Administrative Assistant – Intermediate | 10-19 |
| f. Grounds Maintenance Worker | 11-19 |
| g. Instructional Assistant – Preschool Cover | 12-19 |
| h. Instructional Assistant – COVER – Special Education | 13-19 |
| i. Job Transition Coach | 14-19 |
| j. Transportation Dispatcher/Scheduler | 15-19 |
| k. Bus Driver | 16-19 |
| l. Nutrition Services Assistant I | 17-19 |
| m. Health Assistant | 18-19 |
| n. Accountant | 19-19 |
| o. Assessment and Accountability Specialist | 20-19 |
| p. Web Application Developer II | 21-19 |
| q. Secondary Office Support Specialist | 22-19 |
| r. Supervisor, Accounting | 23-19 |
| s. Lead Instructional Assistant – Extended Day Program | 24-19 |

Motion to approve, with amendment to add vacancy announcement number 14-19 to item 6.i, was 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. Occupational Therapist	1-19
b. Lead Behavior Analysis Interventionist	2-19
c. Maintenance Painter	3-19
d. Job Transition Specialist	4-19
e. Head Custodian	5-19
f. Director of Transportation	6-19
g. Warehouse Supervisor	7-19
h. Nutrition Services Assistant III	8-19
i. Instructional Assistant – Special Education	9-19
j. District Translator	10-19
k. School Administrative Assistant – High School – Comprehensive Campus	11-19
l. Preschool Site Facilitator	12-19
m. Instructional Assistant – Extended Day Program	13-19
n. Credentials Specialist	14-19
o. School Office Assistant	15-19
p. Instructional Assistant – Behavior Intervention	16-19
q. Instructional Assistant – Extended Day Program	17-19
r. School Attendance Technician	18-19
s. Instructional Assistant – Preschool Cover	19-19
t. Lead Custodian	20-19
u. Nutrition Services Assistant I	21-19
v. Instructional Assistant – (Cover) Special Education	22-19
w. Job Transition Coach	23-19
x. Bus Driver	24-19

Motion to approve, with corrections to item 6.b on agenda to read Lead Behavior “Analysis” Interventionist and to correct eligibility list number on item 7.v, to read 22-19, was made by: Susan Meyer

Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. APPROVAL OF EXTENTION OF ELGIBLE LIST

It was recommended that members of the Personnel Commission, pursuant to Personnel Commission Rule 5.1.1.2, approve extending the following eligible list(s) an additional 6 (six) month period:

a. Custodian – EXTENDED	44-18
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Motion made by: Tristan Aley
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. APPROVAL OF CLASSIFICATION MODIFICATION: DIRECTOR, MAINTENANCE AND OPERATIONS

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

Motion made by: Susan Meyer
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

10. PERSONNEL DIRECTOR

Ms. Clark shared the following item(s):

- Informed Personnel Commission of new additions to administrative staff: Shelley Humphrey, Director of Transportation and Megan Brown, Director of Certificated Personnel.
- Dr. Fred Navarro, Superintendent NMUSD, was informed at Transportation's opening day that NMUSD was the only school district in Orange County that was fully staffed with bus drivers for the beginning of the school year.
- Summary of recruitments since July 1, 2018: 42 New Hires, 20 Promotions, 2 Re-employments from layoff, 7 Reinstatements, 21 Substitutes and processed over 80 Athletic Assistants.
- New employee orientation program in conjunction with CSEA is now in place. These presentations will be held at various times throughout the school year. This will also include a Human Resources presentation on professional standards and general HR issues.
- Classified Leadership Institute is into its third year and are currently receiving applications.
- Finalizing Classified Staff Development Day and trying to support the bargaining unit's desire for training to be more specific to job duties. Also, the District has committed to providing specific training to classified management and supervisory employees to be conducted four times a year.

11. ANNOUNCEMENT OF INTENDED JOINT APPOINTEE TO THE PERSONNEL COMMISSION

Susan Meyer, Classified Employee Appointee and Kenneth Wayman, Board Appointee to the Personnel Commission announced Tristan Aley as their intended Joint Appointee to the Personnel Commission.

12. NEXT MEETING DATE: Thursday, October 18, 2018 at 4:00 p.m.

13. ADJOURNMENT: 4:35 p.m.