

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

February 15, 2018 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES

Ms. 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

Christi Winslow, Human Resources Analyst
V-Esther Caldwell, Administrative Assistant – Confidential
Holly DeCarvalho, Associate Human Resources Analyst

VISITORS PRESENT

Pam Saunders, President, CSEA Chapter 18
Eleanor Rebard, CSEA
Brenda Garcia, CSEA

3. ADOPTION OF AMENDED AGENDA

It was recommended that the Commission adopt the amended agenda for February 15, 2018.

Motion made by: Susan Meyer
Seconded by: Tristan Aley

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 January 12, 2018 as submitted.

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

No presentations were made.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

- | | |
|--------------------------------------|-------|
| a. Benefits Technician | 28-18 |
| b. Instructional Assistant Bilingual | 29-18 |
| c. Warehouse Worker/Delivery Driver | 30-18 |

Motion made by: Tristan Aley
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 amended be certified.

- | | |
|--|-------|
| a. Nutrition Services Assistant I | 39-18 |
| b. Instructional Assistant – Behavior Intervention | 40-18 |
| c. Instructional Assistant – Special Education | 41-18 |
| d. Instructional Assistant – Extended Day Program | 42-18 |
| e. Supervisor, Budget | 43-18 |
| f. Custodian | 44-18 |

Motion made by: Susan Meyer
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. ANNUAL REPORT

Ms. Clark noted that she had been requested by Dr. Navarro to provide information regarding the Commission's Annual Report to the Board of Education at a future meeting.

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

- Amount of recruitments processed during last year. The number on the report does not reflect the continuous or multiple recruitments and the many pieces/steps required for the recruitments.
- Number promotions continue to increase from year to year.
- Classifications modifications included the remnants from the classification study that were processed in July & August of 2017.
- Responding to question regarding the overall number of Athletic Assistants processed verses new hires.
- The number of volunteers processed, (this number does not appear on the Annual Report, but requires a large amount of time and energy).
- Compliments by District Directors regarding the quality of the applicants that have appeared on the eligibility lists.

Ms. Meyer voiced her concerns regarding the number of resignations. Ms. Clark noted that these are more related to positions which generally have a large turnover. These positions are under 20 hours per week and a large number of the employees are students who schedules tend to change with school semesters.

9. PERSONNEL DIRECTOR

Ms. Clark distributed copies of the Employee Assistant Program brochures to the Commissioners for information purposes, and discussion followed about the free services available through this program.

Ms. Clark highlighted the following item(s):

- Recent Classified Leadership Institute meeting, "Understanding School Governance", included dialogue between the attendees, Dr. Fred Navarro and Board Member, Martha Fluor
- Staff appreciated the opportunity to attend the California School Personnel Commissioners Association in San Diego, and discussion ensued from attendees regarding the improved quality of this year's conference. Ms. Meyer thanked the Commission for covering the cost of her attendance.

10. NEXT TWO MEETING DATES: Thursday, March 15, 2018 at 4:00 p.m.

11. ADJOURNMENT: 4:30 p.m.