

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

December 21, 2017 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES

Ms. Susan Meyer, 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:

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

STAFF PRESENT

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

VISITORS PRESENT

Vicki Snell, Board President, NMUSD
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 December 21, 2017.

Motion made by: Tristan Aley
Seconded by: Kenneth Wayman

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 November 16, 2017.

Motion made by: Kenneth Wayman

Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

There were no presentations to the Personnel Commission.

6. PUBLIC NOTICE: REORGANIZATION

Ms. Vicki Snell, President of the NMUSD Board of Education, administered the Oath of Office to Ms. Susan G. Meyer, Personnel Commissioner. Ms. Meyer was approved as the CSEA appointee to the Personnel Commission by the Board of Education at its October 10, 2017 Meeting. The appointment took effect at noon on December 1, 2017.

Personnel Commission Oath: "I, Susan G. Meyer, do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of my position as a Newport-Mesa USD Personnel Commissioner of which I am about to enter."

ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON, PERSONNEL COMMISSION FOR CALENDAR YEAR 2017; PERSONNEL COMMISSION RULE 2.1.2, OFFICERS.

The members of the Personnel Commission elected the chairperson and vice-chairperson for calendar year 2018.

Kenneth Wayman, elected Chairperson

Motion by Tristan Aley, seconded by Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Abstained

Tristan Aley, elected Vice-Chairperson

Motion by Susan Meyer, seconded by Kenneth Wayman

Votes:

Tristan Aley	Abstained
Susan Meyer	Yes
Kenneth Wayman	Yes

7. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

- | | |
|---|-------|
| a. Supervisor, Budget | 21-18 |
| b. Supervisor, Night Custodial Operations | 22-18 |
| c. Nutrition Services Assistant I | 23-18 |
| d. Nutrition Services Assistant II | 24-18 |
| e. School Administrative Assistant – High School Alternative Campus | 25-18 |

Motion made by: Kenneth Wayman

Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. CERTIFICATION OF NEW ELIGIBILITY LISTS

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

- | | |
|--|-------|
| a. HVAC/R Technician | 28-18 |
| b. Bus Driver | 29-18 |
| c. Instructional Assistant | 30-18 |
| d. Instructional Assistant – Special Education | 31-18 |
| e. Instructional Assistant – Extended Day Program | 32-18 |
| f. Supervisor, Technology Support | 33-18 |
| g. Supervisor, Network | 34-18 |
| h. Instructional Assistant – Preschool | 35-18 |
| i. Instructional Assistant – Behavior Intervention | 36-18 |

Motion made by: Tristan Aley

Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. PERSONNEL DIRECTOR

Ms. Clark highlighted the following:

- Second session of the Classified Leadership Institute was held, covering various topics regarding personnel management from a supervisor's perspective, including a brief overview of the Merit System, eligibility list, etc.
- Met with Superintendent Navarro to discuss HR remodel, and received a commitment from him to make it a priority after two major school site construction projects are completed.

- Concerns regarding Schools' First ATM machine servicing and the individuals who service the machine having access to the District Office building. Schools' First will review the possibilities of changing or relocating the machine.
- New law going into effect regarding the number of hours individuals can work out of class. Ms. Clark will be sending information regarding this new law to Commissioners for their review.
- Staff continues to be busy with recruitment.

10. NEXT MEETING DATES: January 12, 2018 @ **4:15 p.m.**

11. ADJOURNMENT: **4:30 p.m.**