

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 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 Wayman, Vice-Chairperson
Tristan Aley, 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

Eleanor Rebard, CSEA
Troy Hall, CSEA
Brenda Garcia, CSEA

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for September 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 August 17, 2017 as submitted.

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

No presentations were made.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

- | | |
|---|-------|
| a. School Attendance Technician | 08-18 |
| b. Grounds Maintenance Worker | 09-18 |
| c. Maintenance Painter | 10-18 |
| d. Instructional Assistant – Extended Day Program | 11-18 |
| e. Technology Support Technician | 12-18 |

Motion made by: Kenneth Wayman
Seconded by: Tristan Aley

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. Secondary Office Support Specialist | 06-18 |
| b. School Community Facilitator | 07-18 |
| c. Job Transition Coach | 08-18 |
| d. Instructional Assistant – Extended Day Program | 09-18 |
| e. Instructional Assistant – Behavior Intervention | 10-18 |
| f. District Translator | 11-18 |
| g. Credentials Specialist | 12-18 |
| h. Lead Instructional Assistant – Extended Day Program | 13-18 |
| i. Instructional Assistant | 14-18 |
| j. Payroll Technician | 15-18 |

- | | |
|--|-------|
| k. School Office Assistant | 16-18 |
| l. Instructional Assistant – Behavior Intervention | 17-18 |
| m. Instructional Assistant – Special Education | 18-18 |

Motion made by: Tristan Aley
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. PERSONNEL DIRECTOR

Ms. Clark highlighted the following items:

- The Personnel Commission staff has been very busy recruiting. At a previous cabinet meeting, Director of Special Education Candy Barela acknowledged the efforts of both Christi Winslow and Holly DeCarvalho to recruit and staff the numerous special education vacancies. Additionally, she has received positive feedback regarding the caliber of candidates that have been hired;
- In collaboration with CSEA Chapter 18, staff have been planning for the November 1st Staff Development Day. The group is trying something different this year and the theme for the day will be “Tools for Creating a Healthy Workplace”. There will also be targeted mandatory training for supervisors scheduled for the same day at a different location;
- Ms. Clark worked with Director of Certificated Personnel Leona Olson to develop a presentation on contract management and evaluations for administrators hired within the last two years. Ms. Clark also provided training on classified evaluations for the Fiscal Department;
- Classified Leadership Institute applications are being accepted; please encourage classified staff to apply;
- Addressed questions regarding class size at the upcoming Classified Staff Development Day

9. NEXT TWO MEETING DATES: Thursday, October 19, 2017 at 4:00 p.m.

10. ADJOURNMENT: 4:09 p.m.