

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

July 20, 2017 – 4:04 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

Pam Saunders, President, CSEA Chapter 18
Eleanor Rebard, CSEA
Brenda Garcia, CSEA
Asim Babovic, Director, Information Technology

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda as amended for July 20, 2017.

Motion made by: Kenneth Wayman
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 June 15, 2017 as submitted.

Motion made by: Tristan Aley

Seconded by: Kenneth Wayman

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. Secondary Office Support Specialist | 60-17 |
| b. Instructional Assistant – Technology II | 61-17 |
| c. Library Media Technician I | 62-17 |
| d. Library Media Technician II | 63-17 |
| e. District Translator | 64-17 |
| f. School / Community Facilitator | 65-17 |
| g. Credential Specialist | 66-17 |
| h. Job Transition Coach | 67-17 |
| i. Instructional Assistant – Cover – Special Education | 68-17 |
| j. Instructional Assistant | 69-17 |
| k. Instructional Assistant – Behavior Intervention | 1-18 |
| l. Instructional Assistant – Special Education | 2-18 |

Motion made by: Tristan Aley

Seconded by: Kenneth Wayman

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 submitted be certified.

a.	Instructional Assistant – Technology I	73-17
b.	Chief Operating Officer	74-17
c.	Maintenance and Operations Manager	75-17
d.	School Administrative Assistant – Elementary	76-17
e.	Office Assistant II	77-17
f.	Bus Driver	78-17

Motion made by: Kenneth Wayman

Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. APPROVAL OF CLASSIFICATION MODIFICATIONS AND RANGE ADJUSTMENT: SUPERVISOR, TECHNOLOGY SUPPORT.

It was recommended that the modifications of the job description for the classification of Supervisor, Technology Support be approved. It was also recommended that the range for this position be modified from 40 to 36 of the Supervisory Salary Scale (\$6,771 – \$8,251).

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 items:

- The CSEA appointed Commissioner's term ends this year. The current appointee, Susan Meyer has expressed interest in being considered for reappointment and CSEA has notified the Director that they would like her to continue in her role;
- The Human Resources Department remodel is moving forward. A meeting with M & O and the Architect is scheduled for Friday, July 21, 2017;
- Staff Development Day planning is underway;
- Classified Leadership Institute planning is also underway;
- The Commission staff are very busy with recruitments and looking forward to being fully staffed;
- We are looking into putting classified hiring paperwork online;
- We are working with IT to revamp the Super Star Awards.

**10. NEXT TWO MEETING DATES: Thursday, August 17, 2017 at 4:00 p.m.
Thursday, September 21, 2017 at 4:00 p.m.**

11. ADJOURNMENT: 4:26 p.m.