

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

October 20, 2016 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES

Mr. Tristan Aley, 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:

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

STAFF PRESENT

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

VISITORS PRESENT

Lin Aldrich, CSEA
Brenda Garcia, CSEA
David Johnson, CSEA

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for October 20, 2016.

Motion made by: Susan Meyer
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 September 15, 2016 as submitted.

Motion made by: Kenneth Wayman
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

David Johnson, CSEA stated that the CSEA contract and five MOU's were finalized and ratified overwhelmingly, including the Classification/Compensation Study MOU. He also noted that an Information Technology position that had been reclassified in the study, was not included in the supplemental information, but was in the originally published materials presented to the Commission. Kristen Clark added that the reclassification of that position will appear as an item on the next Personnel Commission Meeting Agenda. In response to question from Commissioner Tristan, Ms. Clark stated the compensation changes will be retroactive to September 1, 2016, and hopefully included in the December paychecks.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

- | | |
|---|-------|
| a. Instructional Assistant – Special Education | 18-17 |
| b. Transportation Dispatcher/Scheduler | 19-17 |
| c. Preschool Teacher Assistant | 20-17 |
| d. Administrative Assistant – Confidential | 21-17 |
| e. Assistant Superintendent/Chief Business Official | 22-17 |
| f. School Administrative Assistant – Elementary | 23-17 |
| g. Director of Information Technology | 24-17 |

Motion made by: Susan Meyer
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 amended be certified.

a.	School Registrar I	19-17
b.	Library Media Technician	20-17
c.	Nutrition Services Assistant I	21-17
d.	School Registrar II – High School	22-17
e.	Credentials Analyst	23-17
f.	Transportation Dispatcher/Scheduler	24-17
g.	Instructional Assistant – Special Education	25-17

Motion made by: Kenneth Wayman

Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. PERSONNEL DIRECTOR

Ms. Clark highlighted the following items:

- Classified Staff Development Day, November 1, 2016, workshop offerings, and thanked all involved for their efforts.
- Special Board Meeting at 4:00 p.m. on November 1, 2016, to hold the Public Hearing regarding the NMUSD Board Appointee, Mr. Kenneth Wayman, to the Personnel Commission. The Board will also vote to officially name Mr. Wayman as their representative to the Commission.
- The Commission will be sending two people, Pam Saunders and Lin Aldrich, to the Merit Academy this year.
- There were 51 candidates for the Classified Leadership Institute, which included a large cross-section of different positions and levels.
- She will be attending the California Public Employers Labor Relations Association (CALPELRA) 2016 Training Conference from November 2 – 4, 2016.
- New Assistant Superintendent of Human Resources, Luis Camarena, who will be starting on Monday, October 31, 2016. He comes from the Anaheim Elementary District.
- Highlighted the recruitment of the Assistant Superintendent/Chief Business Official.
- She put together a proposal to add an additional position to her department to support the recruitment and hiring process, and Cabinet has approved the idea of the position. Now she needs to put together the job description to present to the Personnel Commission for approval.

9. NEXT MEETING DATES: Thursday, November 17, 2016 at 4:00 p.m.

10. ADJOURNMENT: 4:05 p.m.