

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

June 16, 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

Christi Winslow, Personnel Analyst

VISITORS PRESENT

David Johnson, President, CSEA Chapter 18
Brenda Garcia, CSEA
Lin Aldrich, CSEA
Carmen Mora, NMUSD School Community Facilitator
Iris Rojas, NMUSD School Community Facilitator
Marcy Shands-Brown, NMUSD School Community Facilitator
Jami Paley, NMUSD School Community Facilitator
Veronica Menendez, NMUSD School Community Facilitator
Ilse Tabora, NMUSD School Community Facilitator
Laura Wagenseller, NMUSD School Community Facilitator

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for June 16, 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 May 12, 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

There were no presentations to the Personnel Commission.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

- | | |
|------------------------------------|-------|
| a. Human Resources Technician | 60-16 |
| b. Nutrition Services Assistant II | 61-16 |
| c. Office Assistant III | 62-16 |
| d. Facilities Analyst | 63-16 |
| e. Credentials Analyst | 64-16 |

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 submitted be certified.

- | | |
|--|-------|
| a. Student Records Technician | 68-16 |
| b. Library Media Clerk | 69-16 |
| c. Maintenance and Operations Manager | 70-16 |
| d. Instructional Assistant – (Cover) Special Education | 71-16 |

Motion made by: Kenneth Wayman
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. SCHOOL COMMUNITY FACILITATOR Y-RATING/CLASSIFICATION CONCERN

Kristen Clark summarized previous meetings over the past year with some School Community Facilitators, (SCFs), Amy Gonzales, CSEA Labor Relations Representative and Vanessa Galey, Director of Special Projects in which various concerns brought forward by the SCFs were discussed. Some concerns regarding training and equity in access to information were successfully addressed. Ms. Clark continued to research their concerns regarding Y-Rating and reclassification request and presented her findings at subsequent meeting. She recently received information regarding requested changes by the SCFs to their job description and explained the process of reviewing and determining if a job description qualifies to be changed.

Ilse Taborga briefly described the documents, (dated back to 2011), within the packet presented to the Personnel Commission outlining how the SCFs felt their department had been handled over the past few years.

Various SCFs voiced opinions and discussion ensued regarding:

- Compensation difference within their classification as related to Y-Rated SCFs
- Outreach Advocate eliminated positions
- Requested proposed changes to their job description
- Lack of growth opportunities within the SCF series

Kenneth Wayman noted that the original decision to Y-Rate was made through discussions between the Union and the District surrounding lay-off issues at that time and therefore the Commission has no authority to address the issue.

Susan Meyer explained that the Y-Rating is something that was negotiated by the Union and the District and can only be renegotiated between the District and the Union.

Ms. Meyer noted that the responsibility of the Commission was to make sure that individuals are performing the duties within the job descriptions and are not working outside of those parameters.

9. PERSONNEL DIRECTOR

Ms. Clark highlighted the following items:

- The department is very busy recruiting
- The department is close to finding a replacement for Carol Carter, HR Technician

10. NEXT MEETING DATES: July 27, 2016 at 4:00 p.m.

11. ADJOURNMENT: 4:37 p.m.