

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

March 24, 2016 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES

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

STAFF PRESENT

Christi Winslow, Personnel Analyst
V-Esther Caldwell, Administrative Assistant – Confidential

VISITORS PRESENT

Lin Aldrich, CSEA
Brenda Garcia, CSEA
David Johnson, CSEA
Athens Coeren, NMUSD Student Observer

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for March 24, 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 February 11, 2016.

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

Lin Aldrich asked if the positions of Facilities Planning Coordinator, and Director – Facilities Development, items 6.a and 6.b. below, were considered management positions, and who had previously performed the duties of those positions. Ms. Kristen Clark that one position was considered management and the other supervisory; she also stated that the Jim Lamond, Director of Facilities Development retired. Christi Winslow, Personnel Analyst noted that the Facilities Planning Coordinator retired and the position remained vacant due to minimized workload.

David Johnson asked if there were any changes to the job descriptions for the above mentioned positions. Ms. Clark and Ms. Winslow explained that if there had been any changes, they would have been brought to the Personnel Commission.

Ms. Aldrich also asked if there had been any changes to the District Translator's position, and Ms. Clark reiterated that any changes to the job descriptions would have needed to be brought before the Personnel Commission for approval.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

- | | |
|--|-------|
| a. Facilities Planning Coordinator | 47-16 |
| b. Director – Facilities Development | 48-16 |
| c. Accounting Assistant III | 49-16 |
| d. District Translator | 50-16 |
| e. Instructional Assistant – COVER – Special Education | 51-16 |
| f. Campus Security Personnel | 52-16 |

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.	Instructional Assistant I - Technology	49-16
b.	Instructional Assistant – Special Education	50-16
c.	Administrative Assistant II	51-16
d.	Preschool Teacher Assistant	52-16
e.	Receptionist	53-16
f.	Preschool Site Facilitator	54-16
g.	Bus Driver	55-16

Motion made by: Susan Meyer

Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. PERSONNEL DIRECTOR

Ms. Clark highlighted the following:

- Informed the Commission that the NMUSD Classified Employees of the Year Nominees to the County would be recognized at the April 12, 2016 Board Meeting, tentatively at 6:00 p.m.
- ACE's Day is scheduled for Thursday, May 19, 2016,
- An article appeared in the Daily Pilot highlighting our Transportation Employees who participated in the Orange County School Bus Roadeo. She also noted that NMUSD Transportation Employees often appear in national publications specific to transportation, such as School Transportation News which recently highlighted NMUSD Drivers for their participation in the "Bus in the Classroom" program started at NMUSD in conjunction with the Special Education Department. Other states have requested information regarding this program.
- Super Stars award nominations have been opened up, and the presentation and reception is tentatively scheduled for the second Board Meeting in May.
- Ms. Susan Meyer reported on her attendance at the CSPCA Conference, highlighting the legal presentation by Attorney Kristine Kwong and Jon Robertson, the key note speaker from UPS. David Johnson also attended the conference.

9. NEXT MEETING DATES: April 21, 2016.

10. CLOSED SESSION

Non Scheduled

11. ADJOURNMENT: 4:12 p.m.