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

January 6, 2016 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES

Mr. Kenneth Wayman, 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:

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

STAFF PRESENT

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

VISITORS PRESENT

Dana Black, President, NMUSD Board of Education
Dr. Fred Navarro, NMUSD Superintendent
David Johnson, President, CSEA Chapter 18
Lin Aldrich, CSEA

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for December 18, 2014.

Motion made by: Susan Meyer
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 November 18, 2015 and special meeting of November 19, 2015 with corrections.

Motion made by: Tristan Aley
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. PUBLIC NOTICE: REORGANIZATION

Ms. Dana Black, President of the NMUSD Board of Education, administered the Oath of Office to Mr. Tristan Aley, Personnel Commissioner. Mr. Aley was approved by the Personnel Commission as the joint appointee at their November 18, 2015 meeting. The appointment took effect at noon on December 1, 2015.

Personnel Commission Oath: "I, Tristan Aley, do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of my position as a Newport-Mesa USD Personnel Commissioner of which I am about to enter."

ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON, PERSONNEL COMMISSION FOR CALENDAR YEAR 2016; PERSONNEL COMMISSION RULE 2.1.2, OFFICERS.

The members of the Personnel Commission elected the chairperson and vice-chairperson for calendar year 2016.

Tristan Aley, elected Chairperson

Motion by Susan Meyer, seconded by Kenneth Wayman

Votes:

Tristan Aley	Abstained
Susan Meyer	Yes
Kenneth Wayman	Yes

Susan Mayer, elected Vice-Chairperson

Motion by Kenneth Wayman, seconded by Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Abstained
Kenneth Wayman	Yes

7. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

a.	School Administrative Assistant – Elementary	38-16
b.	School/Community Facilitator	39-16
c.	Lead School/Community Facilitator	40-16
d.	Instructional Assistant I – Technology	41-16

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. CERTIFICATION OF NEW ELIGIBILITY LISTS

It was recommended that the following eligibility list(s) as submitted be certified.

a.	Instructional Assistant – Special Education	37-16
b.	School Attendance Assistant	38-16
c.	Health Assistant	39-16
d.	Nutrition Services Assistant I	40-16
e.	Lead Custodian	41-16
f.	Head Custodian	42-16
g.	Vehicle and Equipment Mechanic	43-16
h.	Instructional Assistant – Special Education	44-16
i.	Job Coach	45-16

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. APPROVAL OF CLASSIFICATION MODIFICATIONS: LEAD SCHOOL COMMUNITY FACILITATOR AND SCHOOL COMMUNITY FACILITATOR.

It was recommended that the recommended classification modifications to the positions of Lead School Community Facilitator and School Community Facilitator be ratified.

Motion made by: Kenneth Wayman
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

10. ANNUAL REPORT

Ms. Clark reviewed the annual report and noted the addition of the California Classified Employee of the Year recognitions. She also pointed out that although the numbers of applications received were lower, 12 more positions were filled during the year.

Ms. Clark noted that there are a number of new and anticipated classified positions to be added in the near future, at which point Mr. David Johnson, Chapter President, CSEA commented on the number of increased positions opened in the Information Technology group. Ms. Clark thanked the Classified Personnel Staff for their hard work.

11. PERSONNEL DIRECTOR

Ms. Clark highlighted the following:

- Beth Erl, Human Resources Technician has retired after 47 years and Brenda Garcia, Receptionist, who was on the current eligibility list, was promoted into that position.
- Merit Academy will be starting in January and the Personnel Commission sponsored Sean Katz, CSEA Chief Steward will be attending.
- Susan Meyer, Ms. Clark, David Johnson, Christi Winslow and V-Esther Caldwell have been signed up to attend the CSPCA Annual Conference in February.
- Reminder that Super Stars will be presented at the February 9, 2016 Board Meeting at 6:00 p.m.
- Classification and Compensation Study is still moving forward.

12. NEXT MEETING DATES: February 11, 2016**.**

13. CLOSED SESSION

Non Scheduled

14. ADJOURNMENT: 4:23 p.m.