

NEWPORT-MESA UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission
Regular Meeting of the Personnel Commission
390 Monte Vista Ave., Multi-Purpose Room, Costa Mesa, CA 92627

November 18, 2015 – 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

David Johnson, Chapter President, CSEA	Russell Lee-Sung, Chief HR Officer
Linda Aldrich, CSEA	Sharon Sutton
Paul Manderino	Everardo Laris
Sean Katz	Vicki Martini
Jonathan Bengco	Veronica Menendez
Kim Henry	Dana Hansen
Jami Paley	Gary Logan
Daniela Logan	Debra DiFrancesco
Carmen Mora	4 Additional Attendees who did not sign in

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for November 18, 2015.

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 minutes of the regular meeting of October 15, 2015.

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

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. Teacher Assistant | 30-16 |
| b. Nutrition Services Assistant II | 31-16 |
| c. Head Custodian | 32-16 |
| d. Lead Custodian – Promotional Only | 33-16 |
| e. Vehicle and Equipment Mechanic | 34-16 |
| f. Nutrition Services Assistant I | 35-16 |
| g. Job Coach | 36-16 |
| h. School Office Assistant | 37-16 |

Motion made by: Tristan Aley

Seconded by: Susan Meyer

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.	Accounting Assistant III	23-16
b.	Mechanics Assistant	24-16
c.	Bus Monitor	25-16
d.	Job Coach	26-16
e.	Instructional Assistant – Behavior Analysis Interventionist	27-16
f.	Instructional Assistant – Extended Day Program	28-16
g.	Preschool Teacher	29-16
h.	Communications Specialist	30-16
i.	School Administrative Assistant – Intermediate	31-16
j.	Information Technology Technician	32-16
k.	Teacher Assistant	33-16
l.	Nutrition Services Assistant II	34-16
m.	Bilingual Office Assistant	35-16
n.	Human Resources Technician	36-16

Motion to certify Eligibility Lists as amended made by: Susan Meyer

Seconded by: Tristan Aley

Tristan questioned the rankings on item 7f and asked for clarification. Christi Winslow, Personnel Analyst explained that the numbering was off due to removal of individuals who had been hired and that the correction has been made. Susan Meyer noted typo on item 7d, Job Coach Number should be 26-16.

Votes:

Susan Meyer	Yes
Tristan Meyer	Yes
Kenneth Wayman	Yes

8. PERSONNEL DIRECTOR

Kristen Clark noted that the Classified Staff Development Day was a success. New classes had been added and one presented by Dr. Phil D'Agostino, "Using Restorative Practices to Build Relationships", has been requested by Superintendent Navarro to be shared with more classified staff. Ms. Clark also shared the dates of the 2016 California School Personnel Commissioners Association Annual Conference to be held February 25 – 28, 2016 in Anaheim, CA.

9. REAPPOINTMENT OF PERSONNEL COMMISSIONER MR. TRISTAN L. ALEY

Ms. Meyer moved to reappoint Mr. Thomas Henderson as the Joint Appointee to the Personnel Commission. Mr. Wayman seconded the motion and it carried.

10. CLASSIFICATION & COMPENSATION STUDY PRESENTATION – EWING CONSULTANTS

Mr. William A. Ewing, President of Ewing Consulting, Inc. reviewed the purpose and process for the current Classified Employee Classification and Compensation Study. Mr. Ewing fielded several questions from attendees regarding both the classification process and the process used in the compensation survey portion of the study.

After Mr. Ewing's presentation and question and answer period, attendees also had an opportunity to raise additional questions to the Commissioners and the Personnel Commission staff.

11. NEXT REGULAR MEETING DATE: January 6, 2016 at 4:00 p.m.

12. CLOSED SESSION

Canceled

13. ADJOURNMENT: 5:25 p.m.