

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

September 17, 2015 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES

Mr. Kenneth L. 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
Kristen M. Clark, Secretary to the Commission

STAFF PRESENT

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

VISITORS PRESENT

David Johnson, President, CSEA Chapter 18
Brenda Garcia, CSEA
Lin Aldrich, CSEA

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for September 17, 2015.

Motion made by: Tristan Aley
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Kenneth Wayman	Yes

4. APPROVAL OF MINUTES

It was recommended that the Commission adopt the minutes of the regular meeting of July 23, 2015 as submitted.

Motion made by: Tristan Aley

Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Kenneth Wayman	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

David Johnson, CSEA Chapter President, noted the following:

- Expressed his support of Tristan Aley as the intended Joint.
- Commented on the recommendation to move the Director of Transportation from the Coordinator range to the Director I range on the management salary. Mr. Johnson was not aware that the current Director of Transportation was not paid at the Director I range.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

a. Administrative Assistant II	6-16
b. High School Plant Supervisor	7-16
c. Communications and Public Relations Officer	8-16
d. College Guidance Specialist	9-16
e. School Attendance Technician	10-16
f. Mechanics Assistant	11-16
g. Preschool Site Facilitator	12-16
h. Preschool Teacher	13-16
i. Preschool Teacher Assistant	14-16
j. Human Resources Technician	15-16
k. Accounting Assistant III	16-16
l. Bilingual Office Assistant	17-16
m. Custodian	18-16
n. District Translator	19-16
o. Teacher Assistant Bilingual	20-16
p. Grounds Maintenance Worker	21-16
q. Bus Monitor	22-16
r. Job Coach	23-16

Motion made by: Tristan Aley

Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Kenneth Wayman	Yes

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

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

a.	School Support Secretary	1-16
b.	Pre-School Site Facilitator	2-16
c.	Office Assistant III	3-16
d.	Campus Security Personnel	4-16
e.	Assessment Technician	5-16
f.	Communications and Public Relations Officer	6-16
g.	Instructional Assistant – Extended Day Program	7-16
h.	High School Plant Supervisor	8-16
i.	Preschool Site Facilitator	9-16
j.	Instructional Assistant – Behavior Analysis Interventionist	10-16
k.	Administrative Assistant II	11-16
l.	Instructional Assistant – Special Education	12-16
m.	Instructional Assistant – Extended Day Program	13-16
n.	School Attendance Technician	14-16
o.	Preschool School Teacher	15-16
p.	College Guidance Specialist	16-16
q.	Office Assistant II / School Office Assistant - CORRECTED	46-15

Motion made by: Tristan Aley

Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Kenneth Wayman	Yes

8. APPROVAL OF TO CHANGE SALARY RANGE OF THE DIRECTOR OF TRANSPORTATION

It was recommended that the members of the Personnel Commission approve the request of Superintendent Frederick Navarro and Deputy Superintendent & CBO Paul Reed to move the Director of Transportation from the Coordinator range to the Director I range on the management salary schedule.

Motion made by: Tristan Aley

Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Kenneth Wayman	Yes

9. PERSONNEL DIRECTOR

Ms. Clark announced that CSEA has ratified the 2014 – 2015 Tentative Agreement and it will be presented to the Board of Education on Tuesday, September 22, 2015 for their vote.

Other items highlighted:

- Staff Development Day is coming up on November 2, 2015.
- The Personnel Commission Staff have been very busy and continues to be very busy; and she recognized the hard work of Christy Winslow, V-Esther Caldwell and Carol Carter.
- John Drake, former Director of Certificated Personnel, has accepted another position with NMUSD and applications are now being accepted for that vacant position. Scott Wilcox, Principal at Whittier will be filling in for about five weeks until the position is filled.
- The Merit Academy will be starting in January in Walnut Valley Unified School District, and she is soliciting individuals who would like to attend. She will check with the CSEA Leadership Group to see if anyone would like to attend.

10. PUBLIC HEARING – JOINT APPOINTEE TO THE PERSONNEL COMMISSION

In accordance with 45246(f), the Personnel Commission provided the public, employees, and employee organizations the opportunity to express their views. There were no presentations to the Personnel Commission regarding the joint appointee to the Personnel Commission.

11. NEXT MEETING DATES: October 15, 2015 at 4:00 p.m.

12. ADJOURNMENT: 4:10 p.m.