

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

May 21, 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
Susan G. Meyer, Commissioner
Kristen M. Clark, Secretary to the Commission

STAFF PRESENT

Christi Winslow, Personnel Analyst

VISITORS PRESENT

Brenda Garcia, CSEA
Lin Aldrich, CSEA

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the amended agenda for May 21, 2015.

Motion made by: Tristan Aley
Seconded by: Susan Meyer

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 April 16, 2015.

Motion made by: Susan Meyer
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

Questions by Lin Aldrich regarding the establishment of the budgets for the Commission and the District were addressed by Kristen Clark, Director of Classified Personnel and Kenneth Wayman, Chairperson of the Personnel Commission. Ms. Aldrich also had questions regarding the eligibility of applicants relating to medical conditions and physical limitations, which were addressed by Kristen Clark, Susan Meyer and Kenneth Wayman with comment and input from Brenda Garcia and Christi Winslow. In addition, Ms. Aldrich had questions regarding the length of time an eligibility list is open and can it be extended, which was addressed by Christi Winslow, Personnel Analyst.

6. PUBLIC HEARING – PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2015 - 2016

Recommendation is made to hold a public hearing on the Personnel Commission Budget for Fiscal Year 2015 – 2016 Pursuant to Education Code 45253.

Motion made by: Tristan Aley
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

7. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

- | | |
|-----------------------------------|-------|
| a. District Assessment Specialist | 36-15 |
| b. Night Custodial Supervisor | 37-15 |
| c. Senior Maintenance Worker | 38-15 |

Motion made by: Susan Meyer
Seconded by: Tristan Aley

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.	Nutrition Services Assistant I	47-15
b.	School Administrative Assistant I - Intermediate	48-15
c.	Facilities/Planning Coordinator	49-15
d.	Bus Driver	50-15
e.	School Bus Cover Driver	51-15
f.	School Community Facilitator	52-15

Motion made by: Tristan Aley

Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. ADOPT PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2015-2016

It is recommended that the Members of the Personnel Commission adopt the Personnel Commission Budget for the fiscal year 2015-2016 as presented.

Motion made by: Tristan Aley

Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

10. PERSONNEL DIRECTOR

Ms. Clark highlighted the following items:

- Super Star Awards to be held on Tuesday, May 26, 2015 at 5:00 p.m.
- Alfredo Perez was honored on May 18, 2015 in Sacramento, CA as one of the Classified Employees of the year for the State of CA.
- ACE's Day was a success and thanked the Commissioners for their participation.
- Recess of the Commission for one month in the summer – the Commission agreed on recess for the month of August, 2015.
- Update on Classification Study

11. NEXT MEETING DATE: June 25, 2015, at 4:00 p.m.

12. ADJOURNMENT: 4:23 p.m.