

**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

November 20, 2014 – 4:00 p.m.

**MINUTES**

**1. OPENING CEREMONIES**

Ms. Susan Meyer, Chairperson, called the meeting to order with the Pledge of Allegiance to the flag followed by a silent invocation.

**2. ROLL CALL**

Susan G. Meyer, Chairperson  
Kenneth L. Wayman, Vice-Chairperson  
Tristan L. Aley, Commissioner  
Dr. Patricia Landau, Interim Director, Classified Personnel and Secretary to the Personnel Commission

**STAFF PRESENT**

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

**VISITORS PRESENT**

John R. Caldecott, Executive Director, Human Resources  
David Johnson, Chapter President, CSEA  
Brenda Garcia, CSEA  
Vicky Wyman, CSEA  
Jami Paley, NMUSD Library Media Clerk  
Emily Martin, NMUSD Library Media Clerk  
Sandy Montooth, NMUSD Library Media Clerk  
Anne-Lynne Sweet, NMUSD Library Media Clerk

**3. ADOPTION OF AGENDA**

It was recommended that the Commission adopt the agenda for November 20, 2014.

Motion made by: Tristan Aley  
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 October 23, 2014 as submitted.

Motion made by: Kenneth Wayman

Seconded by: Tristan Aley

Votes:

|                |     |
|----------------|-----|
| Tristan Aley   | Yes |
| Susan Meyer    | Yes |
| Kenneth Wayman | Yes |

#### **5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION**

David Johnson, Chapter President, CSEA acknowledged the presence of four Newport Mesa Unified School District Library Media Clerks (LMCs).

Jami Paley stated they were representing the majority of the Elementary level LMCs and wanted to bring awareness to changes over the last five years regarding their duties, increase in additional labor intensive work in relation to text books, workload, job description, number of hours worked and pay scale. Sandy Montooth, Anne-Lynne Sweet and Emily Martin added additional comments about the last classification process, the similarities of their duties to the Library Media Technicians at the Secondary level, and the increase in workload which may require a full-time position. They wanted to make sure they were on record as being proactive toward expressing their concerns.

John Caldecott, Executive Director of Human Resources welcomed the LMCs and informed them that they will have at least five more opportunities for input regarding the Classification Study. He also offered to meet with the LMCs, Dr. Kurt Suhr and David Johnson to clarify some of their issues that are not directly associated with the Classification Study but do have their own process.

Susan Meyer thanked the LMCs for attending and noted that the Commission could not address their issues at this time.

#### **6. RATIFICATION OF VACANCY ANNOUNCEMENTS**

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

- |                                             |       |
|---------------------------------------------|-------|
| a. Vehicle/Equipment Maintenance Supervisor | 20-15 |
| b. Bilingual Office Assistant               | 21-15 |

Motion made by: Kenneth Wayman

Seconded by: Tristan Aley

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. Teacher Assistant – Bilingual               | 24-15 |
| b. Teacher Assistant                           | 25-15 |
| c. Job Coach                                   | 26-15 |
| d. Instructional Assistant – Special Education | 27-15 |
| e. Pre-school Site Facilitator                 | 28-15 |

Motion made by: Tristan Aley

Seconded by: Kenneth Wayman

Votes:

|                |     |
|----------------|-----|
| Tristan Aley   | Yes |
| Susan Meyer    | Yes |
| Kenneth Wayman | Yes |

## **8. APPROVAL OF MODIFICATION OF THE VEHICLE/EQUIPMENT MAINTENANCE SUPERVISOR JOB CLASSIFICATION**

It was recommended that the modification of the job description for the classification of Vehicle/Equipment Maintenance Supervisor in the Transportation Department be approved. This modification updates the licenses and other requirements for this classification to be completed within six (6) months of employment. There was no additional pay allocation recommended in this modification.

Motion made by: Kenneth Wayman

Seconded by: Tristan Aley

Votes:

|                |     |
|----------------|-----|
| Tristan Aley   | Yes |
| Susan Meyer    | Yes |
| Kenneth Wayman | Yes |

## **9. ANNUAL REPORT**

Dr. Landau reviewed the annual report bringing attention to the consistent increase in the applications received over the past three years and the increase in written examinations. Christi Winslow, Personnel Analyst, added that the increase in testing also reflects the fact that we are inviting more people to test and holding at least 2 and 3 examinations for some positions. Ms. Winslow and Dr. Landau also noted the increase in promotions from within the District.

## **10. PERSONNEL DIRECTOR**

Dr. Landau announced the upcoming Super Star Awards and V-Esther Caldwell noted that the list of nominations will be reviewed by the Super Star Committee to make their selections the first week of December.

Dr. Landau noted that the Classified Staff Development Day, held on November 3, 2014, was a success.

Dr. Landau brought the Commissioners up to date on the Classification Study and noted that the study is on schedule. She also noted that she met with CSEA members of the Classification Study Advisory Board to make sure they were up to speed regarding the timeline.

Dr. Landau expressed her appreciation to the Personnel Commission Staff for their competence and assistance during her tenure as Interim Director of Classified Personnel.

Ms. Caldwell distributed information to the Commissioners regarding the upcoming California School Personnel Commission Association 2015 Annual Conference requesting they contact her regarding their intent to attend. Susan Meyer stated that she would like to attend the CSPCA Annual Conference. Ms. Caldwell also requested the names of those planning to attend the 2015 Merit Academy. David Johnson, CSEA Chapter 18 President stated that he would be attending the Merit Academy.

**11. NEXT REGULAR MEETING DATE: December 18, 2014 at 4:00 p.m.**

**12. ADJOURNMENT: 4:48 p.m.**