

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

August 21, 2014 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES

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

2. ROLL CALL

Susan G. Meyer, Chairperson
Kenneth L. Wayman, Vice-Chairperson
Tristan L. Aley, Commissioner
Nora A. Roque, Secretary to the 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
Vicky Wyman, CSEA

3. ADOPTION OF AMENDED AGENDA

It was recommended that the Commission adopt the amended agenda, which added item 8, "Select Interim Director of Classified Personnel" to the August 21, 2014 agenda.

Motion made by: Kenneth Wayman

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 July 17, 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, announced the selection of Susan G. Meyer as the California School Employees Association's appointee to the Personnel Commission for another three year term, commencing on December 1, 2014. This appointment will be placed on the September 9, 2014 NMUSD Board Agenda.

In recognition of the departure of Nora A. Roque as Director of Classified Personnel of NMUSD, acknowledgements and commendations were made by John Caldecott, David Johnson, Susan Meyer and Personnel Commission Staff.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

- | | |
|--|-------|
| a. Instructional Assistant – Extended Day Program | 01-15 |
| b. Instructional Assistant – Special Education | 02-15 |
| c. Instructional Assistant – Behavior Analysis Interventionist | 03-15 |
| d. Bus Driver | 04-15 |
| e. Campus Security Personnel | 05-15 |
| f. Instructional Assistant II – Technology | 06-15 |
| g. College and Career Education Program Analyst | 07-15 |
| h. Director of Classified Personnel | 08-15 |
| i. Health Assistant | 09-15 |

Motion made by: Tristan Aley

Seconded by: Kenneth Wayman

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. Occupational Therapist	02-15
b. Preschool Site Facilitator	03-15
c. Preschool Teacher Assistant	04-15
d. Credentials Technician	05-15
e. District Attendance Technician	06-15
f. Instructional Assistant – Special Education	07-15
g. Office Assistant III	08-15
h. College Guidance Specialist	09-15
i. Autism Specialist	10-15
j. Maintenance Plumber	11-15

Motion made by: Kenneth Wayman

Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. SELECT INTERIM DIRECTOR OF CLASSIFIED PERSONNEL

It was recommendation by John Caldecott, that the members of the Personnel Commission select Dr. Patricia Landau to serve as Interim Director of Classified Personnel until the vacant position has been filled.

Motion made by: Kenneth Wayman

Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. PERSONNEL DIRECTOR

Ms. Roque thanked the Commission for the opportunity and support given her as the Director of Classified Personnel for the Newport-Mesa USD.

Ms. Roque also acknowledged the hard work by Christi Winslow and Personnel Commission staff during the last 6 months in keeping up with large number recruitments.

Ms. Roque also reported that 62% of 12 month employees returned Classification Study questionnaires, and 52% of those employees were interviewed by consultants. In the next step, the consultants will be drafting and distributing the class descriptions and feedback forms to employees who were interviewed. In September, 10 & 11 month employees will be notified of upcoming orientations and questionnaire distribution, which will take place at two offsite locations in early October.

V-Esther Caldwell was appointed to the Classification Study Advisory Committee.

10. NEXT REGULAR MEETING DATE: September 16, 2014 at 4:00 p.m.

11. ADJOURNMENT: 4:47 p.m.