

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 15, 2014 – 4:11 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

Commission roll call was taken and the following were present:

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
Cindy Means – Substitute for V-Esther Caldwell

VISITORS PRESENT

David Johnson, Chapter President, CSEA
Brenda Garcia, CSEA
Vicky Wyman, CSEA
Cathie Ropp

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for May 15, 2014.

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 April 24, 2014 as submitted.

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. PUBLIC HEARING – PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2014 - 2015

The Public Hearing for the Personnel Commission Budget for the 2014-2015 School Year Pursuant to Education Code 45253 was opened at 4:14 p.m. The Public Hearing closed to the Public with no comments at 4:14 p.m.

Motion to close Public Hearing by: Tristan Aley

Seconded by: Kenneth Wayman

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. Senior Maintenance Worker | 49-14 |
| b. Preschool Site Facilitator | 50-14 |
| c. Accounting Assistant III | 51-14 |
| d. Auditorium Operations Assistant | 52-14 |
| e. Teacher Assistant | 53-14 |
| f. Instructional Assistant I – Technology | 54-14 |
| g. Nutrition Services Assistant I | 55-14 |
| h. Nutrition Services Assistant II | 56-14 |
| i. Technology Support Technician | 57-14 |

Motion made by: Kenneth Wayman
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. Job Coach | 60-14 |
| b. Credentials Analyst | 61-14 |
| c. Risk Management Technician | 62-14 |
| d. Instructional Assistant – Behavior Analysis Interventionist | 63-14 |
| e. Grounds Maintenance Worker | 64-14 |
| f. Instructional Assistant – Special Education | 65-14 |

Motion made by: Tristan Aley
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. ADOPTION OF PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2014-2015

The Personnel Commission Budget for Fiscal Year 2014 – 2015 was presented for adoption by the Members of the Personnel Commission. The proposed budget was presented on April 24, 2014 as an information item. Ms. Roque reported that there were no changes to the budget that was presented on April 24, 2014.

It was recommended that the Members of the Personnel Commission adopt the Personnel Commission Budget for the fiscal year 2014-2015 as presented.

Motion made by: Kenneth Wayman
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

10. PERSONNEL DIRECTOR

Ms. Roque reported that orientation meetings were held for the Classification/Compensation Study. Due to a limited turnout by custodians, Ms. Roque worked closely with Maintenance Supervision to be certain that each custodian received the orientation materials and had an opportunity to view a video recording of an orientation meeting during the week. Completed questionnaires are due to Supervisors on May 28, 2014 and due to Human Resources on June 4, 2014. The Classification/Compensation Study website is active and accessible.

ACE's day will be held next Thursday, May 22, 2014.

Super Stars recognition will be held at the May 27, 2014 NMUSD Board Meeting.

Ms. Roque will be attending a meeting on Monday, May 19, 2014, with Susan Astarita, Assistant Superintendent – Elementary Education, the CSEA Executive Board, and John Caldecott to review the LCAP and CSEA suggestions on how to include the efforts and services of Classified Staff into the plan.

Ms. Roque presented Mr. Kenneth Wayman with his 15 year pin for service to the Personnel Commission.

11. NEXT MEETING DATES: June 12, 2014 at 4:00 p.m.

12. ADJOURNMENT: 4:37 p.m.