

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

February 27, 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

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
V-Esther Caldwell, Administrative Assistant – Confidential

VISITORS PRESENT

John Caldecott, Executive Director, Human Resources
David Johnson, Chapter President, CSEA
Brenda Garcia, CSEA
Vicky Wyman, CSEA
Lin Aldrich, CSEA

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for February 27, 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 January 16, 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

David Johnson introduced Lin Aldrich. Ms. Aldrich was in attendance to better understand the purpose of the Commission. Susan Meyer provided a brief overview of the purpose of the Commission. She also suggested that Ms. Aldrich review the Personnel Commission Rules and meet with staff. Ms. Meyer volunteered to meet with Ms. Aldrich after the meeting to review the Commission Rules.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

- | | |
|-----------------------------------|-------|
| a. Health Assistant | 38-14 |
| b. Administrative Assistant II | 39-14 |
| c. Systems Engineer | 40-14 |
| d. Senior Data Network Technician | 41-14 |
| e. Teacher Assistant – Bilingual | 42-14 |
| f. Nutrition Services Supervisor | 43-14 |

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. Instructional Assistant – Special Education	41-14
b. Instructional Assistant – Extended Day Program	42-14
c. Director of Maintenance and Operations	43-14
c. Office Assistant II	44-14
e. Instructional Assistant – Behavior Analysis Interventionist	45-14
f. School Attendance Assistant	46-14
g. Accountant	47-14
h. Maintenance Painter	48-14
i. Instructional Assistant – Special Education	49-14
j. Teacher Assistant – Bilingual	50-14

In response to Ms. Meyer, Ms. Roque clarified reasoning behind the number of panelist on eligibility list for items 7a and 7b. Ms. Roque also explained the procedure regarding Dual Certification in item 7c. Ms. Winslow and Ms. Roque addressed Meyer's questions regarding eligibility lists for items 7a and 7b, which is a continuous posting.

Motion made by: Tristan Aley

Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. RATIFY CLASSIFICATION MODIFICATIONS: SENIOR DATA NETWORK TECHNICIANS, SYSTEMS ENGINEER, AND SENIOR SYSTEMS ENGINEER.

It was recommended that the recommended classification modifications to the positions of Senior Data Network Technician, Systems Engineer, and Senior System Engineer be ratified.

Motion made by: Kenneth Wayman

Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. PERSONNEL DIRECTOR

Ms. Roque reported that updates to the Instructional Assistant Special Education Handbook have been forwarded on to the Special Education Department for final review. It is anticipated that the Handbook will be ready for publication and distribution in March. A questionnaire will be included to solicit feedback from the Special Education Staff regarding the handbook, which will be evaluated for any ongoing inclusion/updates.

Ms. Roque distributed to the Commissioners their Annual Statement of Economic Interest Forms.

She also announced that ACE's day would be held on May 22, 2014 and that the Classified School Employees of the Year were recognized at the February 11, 2014 Board Meeting.

Ms. Roque also gave an update on the Classification and Compensation Study noting that the recommendation by the Review Panel was supported by Cabinet and will be presented at the March 11, 2014 Board meeting for contract approval.

10. NEXT MEETING DATES: March 20, 2014 at 4:00 p.m.

11. ADJOURNMENT: 4:32 p.m.