

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

December 18, 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
Kristen M. Clark, Secretary to the Commission

STAFF PRESENT

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

VISITORS PRESENT

Karen Yelsey, Past President, NMUSD Board of Education
Dr. Fred Navarro, NMUSD Superintendent
David Johnson, President, CSEA Chapter 18
Vicky Wyman, CSEA
Brenda Garcia, CSEA

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for December 18, 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 November 20, 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, CSEA Chapter President welcomed Kristen Clark, the new Director of Classified Personnel and Secretary to the Personnel Commission.

6. PUBLIC NOTICE: REORGANIZATION

Ms. Karen Yelsey, Past President of the NMUSD Board of Education and current member, administered the Oath of Office to Ms. Susan Meyer, Personnel Commissioner. Ms. Meyer was approved by the Board of Education as the CSEA appointee to the Personnel Commission at the September 9, 2014 Board Meeting. The appointment took effect at noon on December 1, 2014.

Personnel Commission Oath: "I, Susan Meyer, do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of my position as a Newport-Mesa USD Personnel Commissioner of which I am about to enter."

ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON, PERSONNEL COMMISSION FOR CALENDAR YEAR 2015; PERSONNEL COMMISSION RULE 2.1.2, OFFICERS.

The members of the Personnel Commission elected the chairperson and vice-chairperson for calendar year 2015.

Kenneth Wayman, elected Chairperson

Motion by Susan Meyer, seconded by Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

Tristan Aley, elected Vice-Chairperson

Motion by Kenneth Wayman, 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. Purchasing Assistant | 22-15 |
| b. Transportation Dispatcher-Scheduler | 23-15 |

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. Instructional Assistant – Behavior Analysis Interventionist | 29-15 |
| b. Maintenance Electrician | 30-15 |
| c. Bilingual Office Assistant | 31-15 |
| d. Vehicle/Equipment Maintenance Supervisor | 32-15 |
| e. Instructional Assistant – Special Education | 33-15 |
| f. Instructional Assistant – Extended Day Program | 34-15 |

Motion made by: Tristan Aley

Seconded by: Kenneth Wayman

Ms. Meyer inquired whether there was a written examination for item 8d and Christi Winslow explained that typically at supervisor level and above, a written examination is not administered.

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. PERSONNEL DIRECTOR

Ms. Clark thanked the Commission for selecting her as the Director of Classified Personnel. She has scheduled weekly meetings with David Johnson, CSEA President and preparation is being made for her and David to visit as many schools as possible before the end of the school year. She also noted that Super Star Awards will be presented at the February 10, 2015 Board Meeting, and invited the commissioners to participate.

Ms. Clark gave a brief update of the Classification/Compensation Study. She will be meeting with Dr. Patricia Landau, former Interim Director of Classified Personnel, with regards to the study and that transition. The 10 and 11 month classified employees have been scheduled for interviews with the consultants for the beginning of January. The consultants will be meeting with the Classification/Compensation Study Advisory Team on Monday, January 12, 2015 to bring them up to date and address any questions for concerns.

David Johnson stated that he would not be in attendance at the next Personnel Commission Meeting because he will be attending a Healthcare Providers Conference in San Diego.

It was also noted that Susan Meyer and Kristen Clark will be attending the CSPCA 2015 Annual Conference in January 2015; and David Johnson and Kristen Clark will be attending the CSPCA 2015 Merit Academy beginning in February, 2015.

10. NEXT MEETING DATES: January 15, 2015.

11. ADJOURNMENT: 4:15 p.m.