

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

April 16, 2015 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES

Mr. Kenneth L. Wayman, 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:

Kenneth L. Wayman, Chairperson
Tristan L. Aley, Vice-Chairperson
Susan G. Meyer, Commissioner
Kristen M. Clark, Secretary to the Commission

STAFF PRESENT

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

VISITORS PRESENT

David Johnson, President, CSEA Chapter 18
Brenda Garcia, CSEA
Lin Aldrich, CSEA
Russell Lee-Sung, Associate Superintendent, Chief Human Resources Officer

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the amended agenda for April 16, 2015.

Motion made by: Tristan Aley
Seconded by: Susan Meyer

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 March 19 2015.

Motion made by: Susan Meyer
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

David Johnson introduced Lin Aldrich as a new CSEA representative to the Commission.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

- | | |
|---------------------------------------|-------|
| a. Facilities/Planning Coordinator | 30-15 |
| b. School / Community Facilitator | 31-15 |
| c. Health Assistant | 32-15 |
| d. School Bus Cover Driver | 33-15 |
| e. Lead Technology Support Technician | 34-15 |
| f. Accountant – Promotional Only | 35-15 |

Motion made by: Susan Meyer
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. Maintenance & Operations Manager – Custodial Services & Facilities | 43-15 |
| b. Vehicle and Equipment Mechanic | 44-15 |
| c. Instructional Assistant – Behavior Analysis Interventionist | 45-15 |
| d. Office Assistant II | 46-15 |

Motion made by: Tristan Aley
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. FIRST READING/SCHEDULE PUBLIC HEARING – PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2015 – 2016 - REVISED.

The revised proposed budget was presented as an information item only. This item will be brought back to the Personnel Commission for approval at the May meeting. Ms. Clark reviewed the changes in the 2015-16 budget:

2000 series – decrease in salary section for Director. 2014-15 actuals reflects the cost of three employees in the Director position, (Nora Roque, Trish Landau – Interim Director, and Kristen Clark), the 2015-16 budget is for Kristen Clark only.

3000 series was revised to reflect corrections by Fiscal Services to #3402 – Health & Welfare Benefits – Classified, which previously did not include Commissioners; and calculation corrections by Fiscal Services to #3752 – OPEB Active section for both 2014-15 Actuals and 2015-16 Estimated Budget.

4000 & 5000 series: 4350, Office Supplies – moved \$200 to 5760 – Catering, which reflects a decrease in office supplies and an increase in cost for classified employee recognitions.

5810 – Prof/Consulting Services & Operating Expenses, Hearings, includes an increase of \$5,000 to cover contract with Dr. Patricia Landau for finalization of classification study items and professional development/mentorship for Kristen Clark.

5908 – Communication Device Stipend-Class, reflects an increase to include the Administrative Assistant-Confidential position, which was allowed the stipend beginning in the 2014-15 school year.

Ms. Clark responded to Ms. Meyer's question regarding 4406, Computer Equipment – Non Cap, and 5802, Advertising. She also responded to David Johnson's question regarding item 5810.

It was recommended that the Public Hearing for Personnel Commission Budget for fiscal year 2015-16 be scheduled for May 21, 2015 at 4:00 p.m.

Motion made by: Susan Meyer
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. PERSONNEL DIRECTOR

Ms. Clark highlighted the following items:

- Introduced Russell Lee-Sung, Associate Superintendent Chief, Human Resources Officer, and Mr. Lee-Sung spoke briefly to the assembly.
- Summarized her attendance at the Orange County Department of Education's Classified Employee of the Year Awards Presentation, where Rea Elementary School's Head Custodian, Alfredo Perez, was honored as a County finalist for the Maintenance, Operations and Facilities category.
- ACE's Day – scheduled for Thursday, May 21, 2015, during Classified Employee week – May 17 – 23, 2015, (Ken Wayman, Tris Aley and Sue Meyer confirmed their attendance).
- Super Stars award presentation and receptions is tentatively scheduled for May 26, 2015 Board Meeting, (Sue Meyer confirmed that she is available for the presentation).
- She also responded to a question from Tris Aley regarding the salary portion of the Classified Employees classification study.

10. NEXT MEETING DATE: May 21, 2015, at 4:00 p.m.

11. ADJOURNMENT: 4:24 p.m.