

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

January 17, 2019 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES

Mr. Tristan Aley, Chairperson, called the meeting to order with a silent invocation followed by the Pledge of Allegiance.

2. ROLL CALL

Commission roll call was taken and the following were present:

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

STAFF PRESENT

Christi Winslow, Human Resources Analyst
V-Esther Caldwell, Administrative Assistant – Confidential
Holly DeCarvalho, Associate Human Resources Analyst
Stephanie Beck, Human Resources Technician

VISITORS PRESENT

Pam Saunders, President, CSEA Chapter 18
Eleanor Rebard, CSEA

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for January 17, 2019.

Motion made by: Kenneth Wayman
Seconded by: Susan Meyer

Votes:

Tristan L. 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 December 20, 2018 as submitted.

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

No presentations were made.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

- | | |
|-----------------------------------|-------|
| a. Accounting Assistant III | 39-19 |
| b. School / Community Facilitator | 40-19 |
| c. Student Supervision Assistant | 41-19 |

There was a motion to approve with discussion/suggestion from Susan Meyer regarding Ref.6.c.1, the positions time brackets. The vacancy announcement will be corrected to read "110 minutes" instead of "an hour and 10 minutes".

Kristen Clark noted a correction was made to Ref.6.c.2, paragraph 5, correcting "Access" to "Assess",

Motion made by: Susan Meyer
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 amended be certified.

- | | |
|---------------------------------|-------|
| a. Web Application Developer II | 49-19 |
| b. Occupational Therapist | 50-19 |
| c. Supervisor, Accounting | 51-19 |
| d. Office Assistant II | 52-19 |
| e. Office Assistant III | 53-19 |

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. PERSONNEL DIRECTOR

Ms. Clark highlighted the following item(s):

- Thanked her staff for all their collective efforts regarding the Student Supervision Assistant restructure.
- Provided an update on the Student Supervision Assistant restructure process, noting that the first performance examination was held today. Additionally, a meeting was held with Human Resources and Business Services regarding required updates to the Orange County Department of Education payroll system to ensure proper tracking of time and attendance. Finally, the District will be holding a new employee orientation for these employees.
- Lance Bidnick has been selected as the new Director of Maintenance and Operations. Mr. Bidnick previously worked at Anaheim Union High School District and is scheduled to begin on January 28, 2019.
- Both Susan Meyer and Stephanie Beck have been registered for the California School Personnel Commissioners Association Annual Conference.
- NMUSD will be submitting three names for Classified School Employee of the Year.
- Also addressed follow-up questions regarding Student Supervision Assistants.

9. NEXT TWO MEETING DATES: Thursday, February 21, 2019 at 4:00 p.m.

10. ADJOURNMENT: 4:16 p.m.