

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

November 17, 2016 – 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 to the flag.

2. ROLL CALL

Commission roll call was taken and the following were present:

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

STAFF PRESENT

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

VISITORS PRESENT

Lin Aldrich, CSEA
Brenda Garcia, CSEA
David Johnson, CSEA

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for November 17, 2016.

Motion made by: Kenneth Wayman
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 October 20, 2016 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

Lin Aldrich had a question regarding the Eligibility List which was answered by V-Esther Caldwell, Administrative Assistant – Confidential.

David Johnson, CSEA congratulated Ken Wayman on his re-appointment to the Personnel Commission as the representative for the NMUSD Board of Education. He also noted the following: CSEA contract was settled; In association with the Classification Study, affected classified staff have come into the HR Dept. to sign their updated employee documents; The longevity step of the contract agreement will be retroactive to September 1, 2016 and should be reflected in their December 10, 2016 paychecks; Classified Leadership Academy had its first meeting; The formulation of a special committee for the Special Education Department to review issues and concerns of classified employees; Two Classified employees will be attending the CSEA Para-educators Conference.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

- | | |
|--|-------|
| a. Information Technology Technician | 25-17 |
| b. Instructional Assistant I – Technology | 26-17 |
| c. School Attendance Technician | 27-17 |
| d. District Translator | 28-17 |
| e. Mechanic's Assistant | 29-17 |
| f. School Attendance Assistant | 30-17 |
| g. Instructional Assistant II – Technology | 31-17 |

Motion made by: Kenneth Wayman
Seconded by: Susan Meyer

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.	School Office Assistant	26-17
b.	Teacher Assistant	27-17
c.	Preschool Teacher Assistant	28-17
d.	Instructional Assistant – Extended Day Program	29-17
e.	Administrative Assistant – Confidential	30-17
f.	Bus Driver	31-17
g.	Director of Information Technology	32-17
h.	School Administrative Assistant – Elementary	33-17

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. APPROVAL OF RECLASSIFICATION OF JASON LABAHAN'S POSITION OF WEB APPLICATIONS DEVELOPER I TO WEB APPLICATIONS DEVELOPER II

It was recommended that the Personnel Commission adopt Ewing's recommendation that Jason Labahn be re-classed to the position of Web Applications Developer II at the CSEA Classified Unit Salary Range 60 (\$7,007 - \$8,584). Mr. Labahan meets the requirements of Personnel Commission Rule and Regulation regarding reclassification. It was also recommended that the effective date be September 1, 2016, which is the same date the District and CSEA negotiated as the effective date for the other changes related to the Classification and Compensation Study.

Motion made by: Kenneth Wayman
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. PERSONNEL DIRECTOR

Ms. Clark highlighted the following items:

- The first Classified Leadership Academy session was held and was very well received.
- Super Star Award nominations are open through December 9, 2016.
- Notices requesting nominations for Classified Employee of the Year have been sent to all directors, supervisors, administrators, principals, etc.
- Two classified employees, Pamela Saunders and Lin Aldrich, are being sent to the Merit Academy.

- Distributed the 50 year Anniversary Pins to the Commissioners issued by Board of Education.

10. NEXT MEETING DATES: Wednesday, December 14, 2016 at 4:00 p.m.

11. ADJOURNMENT: 4:16 p.m.