

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 26, 2015 – 4:03 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

Vicky Wyman, CSEA
Brenda Garcia, CSEA

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for February 26, 2015.

Motion made by: Susan Meyer
Seconded by: Tristan L. 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 15, 2015 with requested correction to Item 1.

Motion made by: Susan Meyer

Seconded by: Tristan L. Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

There were no presentations to the Personnel Commission.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

- | | | |
|----|--|-------|
| a. | Maintenance & Operations Manager – Custodial Services and Facilities Use | 25-15 |
| b. | Benefits Analyst | 26-15 |
| c. | Vehicle and Equipment Mechanic | 27-15 |

Motion made by: Tristan L. Aley

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 submitted be certified.

- | | | |
|----|---|-------|
| a. | Transportation Dispatcher-Scheduler | 36-15 |
| b. | Purchasing Assistant | 37-15 |
| c. | Instructional Assistant – Special Education | 38-15 |

Motion made by: Susan Meyer

Seconded by: Tristan L. Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. RATIFY CLASSIFICATION MODIFICATIONS: VEHICLE & EQUIPMENT MECHANIC.

It was recommended that the recommended classification modifications to the position of Vehicle & Equipment Mechanic be ratified.

Motion made by: Tristan Aley
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. RATIFY CLASSIFICATION MODIFICATIONS: FACILITIES/PLANNING COORDINATOR.

It was recommended that the recommended classification modifications to the position of Facilities/Planning Coordinator be ratified.

Motion made by: Susan Meyer
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

10. PERSONNEL DIRECTOR

Ms. Clark highlighted the following items:

- Thanked the Commissioners for their attendance and participation at the Super Star Award Presentation.
- NMUSD candidates for OCDE Classified Employees of the year were presented to the Board at their March 24, 2015 meeting, and noted that Alfredo Perez, Head Custodian, candidate for Maintenance and Operations Classified Employee was selected to represent the County for Classified Employee of the Year. He will be recognized at the Orange County Department of Education on Wednesday, April 15, 2015 @ 11:00 a.m. Ms. Clark invited the Commissioners to attend.
- On-line Training Tech Classes for Professional Growth opportunities have been scheduled for March and April, with possibility for additional classes if the calendar permits.
- Classification/Compensation Study is back on track.
- Attendance by her and David Johnson at their 1st session of the Merit Academy.

Commissioner Meyer summarized information from workshops at the CSPCA Annual Conference, which was attended by members of the commission staff.

**11. NEXT MEETING DATES: March 19, 2015, at 4:00 p.m.
April 16, 2015, at 4:00 p.m.
May 21, 2015, at 4:00 p.m.
June 25, 2015, at 4:00 p.m.**

12. ADJOURNMENT: 4:21 p.m.