

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 19, 2018 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES

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

STAFF PRESENT

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

VISITORS PRESENT

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

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for April 19, 2018.

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 15, 2018 as submitted.

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

NONE

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

- | | |
|--------------------------------|-------|
| a. Maintenance Technician | 35-18 |
| b. Human Resources Technician | 36-18 |
| c. Campus Safety Facilitator | 37-18 |
| d. Administrative Assistant II | 38-18 |

Motion made by: Tristan 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 amended be certified.

- | | |
|--|-------|
| a. Supervisor, Night Custodial Operations | 50-18 |
| b. Instructional Assistant – Bilingual | 51-18 |
| c. Instructional Assistant – (Cover) Special Education | 52-18 |
| d. Warehouse Worker/Delivery Driver | 53-18 |
| e. Instructional Assistant | 54-18 |

Motion made by: Susan Meyer
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. APPROVAL OF NEW JOB CLASSIFICATION OF COORDINATOR, FINANCIAL COMPLIANCE

After questions from Eleanor Rebard regarding work load and compensation and clarifying discussion and input from Commissioner Susan Meyer and Director of Classified Personnel Kristen Clark, it was recommended that the members of the Personnel Commission approve the proposed new job classification of Coordinator, Financial Compliance and that the salary for this class be placed on the Management Salary Schedule at Range 6004.

Motion made by: Tristan Aley

Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. FIRST READING/SCHEDULE PUBLIC HEARING – PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2018 – 2019

The proposed budget was presented as an information item only. This item will be brought back to the Personnel Commission for approval at its May meeting.

Ms. Rebard inquired about budget line item 0105397331-4401 (\$27,540) and Ms. Clark clarified that this was a carryover from the previous budget for furniture related to the Human Resources office remodel.

It was recommended that a Public Hearing for the Personnel Commission Budget for fiscal year 2018 – 2019 be held at the May 17, 2018 Commission Meeting.

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 item(s):

- Recognition of Classified Employees of the Year will be held at the Tuesday, April 24, 2018 Board Meeting beginning at 6:00 p.m.,
- Super Star Awards presentation will be on Tuesday, May 22, 2018,
- ACE Day festivities will be held on Thursday, May 24, 2018.

11. NEXT MEETING DATE: Thursday, May 17, 2018 at 4:00 p.m.

12. ADJOURNMENT: 4:27 p.m.