

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 21, 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

VISITORS PRESENT

David Johnson, President, CSEA Chapter 18
Brenda Garcia, CSEA
Lin Aldrich, CSEA

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the amended agenda for April 21, 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 March 24, 2016 as corrected.

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

David Johnson inquired about why the April 21, 2016 agenda only listed a recommendation to certify an eligibility list for the Facilities Planning Coordinator, when in the minutes of the March 24, 2016 meeting, there were vacancy announcements for that position as well as the Director of Facilities Development/Planning and Design. Kristen Clark noted that the eligibility list for the Director position was not finalized in time to be placed on this agenda. Mr. Johnson also inquired as to whether or not a list can be created and distributed prior to being approved by the Commission and Ms. Clark stated that it could.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

- a. Electronics Technician 53-16

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 submitted be certified.

- a. Credentials Analyst 56-16
- b. District Assessment Specialist 57-16
- c. Accounting Assistant III 58-16
- d. Instructional Assistant – (Cover) Special Education 59-16
- e. Facilities/Planning Coordinator 60-16
- f. Instructional Assistant – Special Education 61-16

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. RATIFY CLASSIFICATION MODIFICATIONS: COMPUTER SOFTWARE ANALYST II.

It was recommended that the recommended classification modifications to the position of Computer Software Analyst II be ratified.

Motion made by: Kenneth Wayman
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 2016 – 2017.

The 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. Lin Aldrich asked the following questions regarding the 2016-17 budget:

2000 series – Classified salaries have gone up every year, does that mean that the every year that the classified staff is getting raises? Ms. Clark explained the increases include whatever increases that have been approved by the Board as well as any step and/or longevity increases due employees, anticipated overtime, etc.

4325 & 5760 – Refreshments not Nutrition Services (4325) and Catering (5760), why are there two categories? It was explained that 4325 is for outside catering services and 5760 is Campus Catering by our own Nutrition Services Department. Refreshments from outside services are mostly use for Staff Development Day and interviewers/raters used during the hiring process, (especially during the summer when Campus Catering is closed). Campus Catering is use whenever possible, (i.e. Super Star Awards Receptions, etc). Ms. Aldrich inquired about the increase/decrease in budget from 2014 – 2015, 2015-16 to the 2016-17 school years. V-Esther Caldwell explained that the 2014 – 2015 fiscal year reflects “actual” cost, the 2015 – 2016 is the current budget and the 2016 – 2017 reflects adjustments to lower the budget based on spending.

5802 – Ms. Aldrich also asked if the advertising budget was somehow tied to the refreshment budget because of events, and Ms. Clark explained that the advertising budget was for advertising in outside publications such as CASBO, which was used to advertise for the recent Director and Coordinator openings.

5711 & 5865 – Printing and Forms (5865), Ms. Aldrich asked why the two printing categories in relation to the District using outside services in order to save money, and it looks like these

categories are contrary to that effort. Ms. Caldwell explained that the 5865 category was for Personnel Commission letterhead only, because a new Commissioner can be selected every year, new letterhead would have to be purchased if a change occurs. Ms. Clark noted that the increase in the Direct Cost Transfers Duplications (5711), reflect the additional cost of printing union contracts, (this is a new contract year), training materials, and forms and materials for daily use, etc.

David Johnson also had clarification questions regarding the salaries and Ms. Clark relayed the information she received from Jeff Trader, Administrative Director of Business Services, who supplied all the salary and benefit data.

Ms. Meyer wanted to be certain that the overall increase in the budget had been run by the District and they were ok with the increase. Ms. Clark stated that she had met with the Superintendent and Jeff Trader and they did not have any issues with the proposed increase.

Ms. Aldrich also questioned acronyms within the salary and benefits section of the budget and Ms. Clark stated that she would find out and email all those in attendance a list of the acronyms and their meaning.

After all questions had been addressed to attendee's satisfaction, it was recommended that the Public Hearing for Personnel Commission Budget for fiscal year 2016-17 be scheduled for May 12, 2016 at 4:00 p.m.

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

10. PERSONNEL DIRECTOR

Ms. Clark highlighted the following items:

- Classified Employees of the Year presentations were very successful and she thanked Susan Meyer for her participation.
- Super Star Awards presentation and reception is scheduled for the May 24, 2016 Board Meeting. (Susan Meyer stated that she was interested in attending).
- ACE's Day – scheduled for Thursday, May 19, 2016, during Classified Employee week – May 14 – 21, 2016, (Tris Aley and Sue Meyer confirmed their attendance). SchoolsFirst donated funds for lunch.
- She and David Johnson participated in Transportation's Bus Driver Appreciation Week.
- She also responded to a question from Tris Aley regarding the salary portion of the Classified Employees classification study.

11. NEXT MEETING DATE: May 12, 2016, at 4:00 p.m.

12. ADJOURNMENT: 4:23 p.m.