

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

March 15, 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

Kathleen Leary, Director Early Childhood Education/After-school Programs
Eleanor Rebar, CSEA
Brenda Garcia, CSEA
Keith Maxwell, CSEA

3. ADOPTION OF AMENDED AGENDA

It was recommended that the Commission adopt the agenda for March 15, 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 February 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

Eleanor Rebard inquired about the difference between the Director of Transportation vacancy announcement (item Ref.6.b.) license requirement and the supplemental questionnaire number 3. Ms. Clark explained that although it is not a requirement of the position to hold a Class A or B motor vehicle operator's license, it is preferred.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

- | | |
|--|-------|
| a. Instructional Assistant | 31-18 |
| b. Director, Transportation | 32-18 |
| c. Accounting Assistant III | 33-18 |
| d. Secondary Office Support Specialist | 34-18 |

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. Nutrition Services Assistant II | 45-18 |
| b. Instructional Assistant – Preschool | 46-18 |
| c. Instructional Assistant – Behavior Intervention | 47-18 |
| d. Instructional Assistant – Special Education | 48-18 |
| e. Instructional Assistant – Extended Day Program | 49-18 |

Motion made by: Tristan Aley
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. APPROVAL OF NEW JOB CLASSIFICATION OF INSTRUCTIONAL ASSISTANT – PRESCHOOL COVER

It was recommended that the members of the Personnel Commission approve the proposed new job classification of Instructional Assistant – Preschool Cover and that the salary for this class be placed on the CSEA Bargaining Unit Salary Schedule at Range 37.

Motion made by: Susan Meyer
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. PERSONNEL DIRECTOR

Ms. Clark highlighted the following item(s):

- NMUSD Classified School Employees of the Year selections have been made and the presentations will be made at the April 24, 2018 Board meeting. More information will be issued closer to the date;
- Super Star Committee will be meeting to evaluate the nominations on April 6, 2018 and information will be forthcoming regarding the presentations in May;
- Personnel Commission Annual Report was shared with Cabinet and Executive Cabinet and they were impressed and amazed at the amount of eligibility lists created, test given and quality of applicants. She mentioned positive comments made at the board priorities meeting regarding the amount of collaboration between directors, principals and PC Staff in being creative in addressing staffing needs while staying within PC rules. Leona Olson will be sharing the report at the next Board meeting;
- PC Human Resources Technician position has been posted;
- Online Software Training will be starting in April;
- Preparations for Summer Staffing have begun.
- Kristen also acknowledged and introduced Keith Maxwell, Job Steward Trainee. Susan Meyer and Kenneth Wayman explained that the purpose of the Personnel Commission is for the hiring and retention of classified employees and to guarantee fairness, based on merit.

10. NEXT MEETING DATE: Thursday, April 19, 2018 at 4:00 p.m.

11. ADJOURNMENT: 4:15 p.m.