

**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 11, 2016 – 4:00 p.m.

**MINUTES**

**1. OPENING CEREMONIES**

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

**STAFF PRESENT**

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

**VISITORS PRESENT**

Lin Aldrich, CSEA  
Brenda Garcia, CSEA

**3. ADOPTION OF AGENDA**

It was recommended that the Commission adopt the amended agenda for February 11, 2014.

Motion made by: Susan Meyer  
Seconded by: Kenneth Wayman

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 6, 2016.

Motion made by: Kenneth Wayman

Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

#### **5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION**

Lin Aldrich asked who had previously performed the duties of the District Assessment Specialist prior to the posting of vacancy announcement under item 6.e listed below. The position was described as a New Position. Christi Winslow, Personnel Analyst, clarified that the announcement should state this "vacant" position, not this "new" position.

#### **6. RATIFICATION OF VACANCY ANNOUNCEMENTS**

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

- |   |       |
|---|-------|
| a. Administrative Assistant II          | 42-16 |
| b. Credentials Analyst                  | 43-16 |
| c. Receptionist                         | 44-16 |
| d. Community Service Program Specialist | 45-16 |
| e. District Assessment Specialist       | 46-16 |

Motion made by: Susan Meyer

Seconded by: Kenneth Wayman

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. School Office Assistant                        | 46-16 |
| b. Instructional Assistant – Extended Day Program | 47-16 |
| c. School Administrative Assistant – Elementary   | 48-16 |

Motion made by: Kenneth Wayman

Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

## **8. PERSONNEL DIRECTOR**

Ms. Clark highlighted the following:

- Thanked the Commissioners for their participation in the Super Star Awards presentation at the February 9, NMUSD Board Meeting.
- School site visits by Ms. Clark, David Johnson and Annette Franco NMUSD Public Information Officer, were made to notify the following NMUSD Classified Employees of the Year that they had been selected to be submitted to the County:

Laura Chirinos – Child Nutrition

Jean (JP) Vigneault – Maintenance, Operations and Facilities

Wayne Wescott – Office and Technology

Jesse Murray – Para-Educator and Instructional Assistance

Vicki Martini – Support Services and Security

Phuoc (Lucky) Nguyen – Transportation

- Classification and Compensation Study is still moving forward. Meetings have been held with David Johnson, CSEA Chapter 18 President, Amy Gonzales, CSEA Labor Relations Representative, Russell Lee Sung, Chief Human Resources Officer and other interested parties.
- Reminded the Commission of the CSPCA Annual Conference to be held on February 25 – 28, 2016. Susan Meyer, Ms. Clark, David Johnson, Christi Winslow and V-Esther Caldwell will be attending.

## **9. NEXT MEETING DATES: March 24, 2016.**

## **10. CLOSED SESSION**

Non Scheduled

## **11. ADJOURNMENT: 4:09 p.m.**