

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

July 19, 2018 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES

Mr. 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
Holly DeCarvalho, Associate Human Resources Analyst

VISITORS PRESENT

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

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for July 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 June 20, 2018.

Motion made by: Tristan Aley
Seconded by: Susan Meyer

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. Lead Technology Support Technician | 48-18 |
| b. Information Technology Technician | 49-18 |
| c. Occupational Therapist | 52-18 |
| d. Nutrition Services Assistant III | 1-19 |
| e. District Translator | 2-19 |
| f. Instructional Assistant – Behavior Intervention | 3-19 |
| g. Instructional Assistant – Special Education | 4-19 |
| h. Instructional Assistant – Extended Day Program | 5-19 |

Motion to approve, with amendment to 6.c to reflect the correct starting salary of \$8,154.72
made by: Susan Meyer
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

7. PERSONNEL CERTIFICATION OF NEW ELIGIBILITY LISTS

Recommendation is made that the following eligibility list(s) be certified.

- | | |
|---|-------|
| a. Instructional Assistant – Extended Day Program | 64-18 |
| b. Human Resources Technician | 65-18 |
| c. Nutrition Services II | 66-18 |
| d. Administrative Assistant II | 67-18 |
| e. Maintenance Technician | 68-18 |

Motion made by: Susan Meyer
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. PERSONNEL DIRECTOR

Ms. Clark shared the following item(s):

- Luis Camarena, Assistant Superintendent, Chief Human Resources Officer is retiring. At the July 10, 2018 Board Meeting, Leona Olson was appointed as his replacement. First round interviews for the Director of Certificated Personnel are scheduled for July 26, 2018.
- We have filled our new Human Resources Technician position with the selection of Stephanie Beck, former School Administrative Assistant – Intermediate at TeWinkle.
- Classified staff are very busy with recruiting and testing.
- Susan Meyer shared an incident she observed regarding an NMUSD classified employee stopping to assist a handicapped individual that had fallen in the street in her wheelchair.

9. NEXT MEETING DATE: Thursday, September 20, 2018 at 4:00 p.m.

10. ADJOURNMENT: 4:20 p.m.