

**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

May 12, 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**

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

**VISITORS PRESENT**

David Johnson, President, CSEA Chapter 18  
Brenda Garcia, CSEA  
Lin Aldrich, CSEA  
Ilse Tabora, NMUSD School Community Facilitator  
Carmen Mora, NMUSD School Community Facilitator  
Marcy Shands-Brown, NMUSD School Community Facilitator  
Iris Rojas, NMUSD School Community Facilitator  
Jami Paley, NMUSD School Community Facilitator

**3. ADOPTION OF AGENDA**

It was recommended that the Commission adopt the agenda for May 12, 2016.

Motion made by: Susan Meyer  
Seconded by: Kenneth Wayman

Votes:

Susan Meyer	Yes
Kenneth Wayman	Yes
Tristan Aley	Yes

#### **4. APPROVAL OF MINUTES**

It was recommended that the Commission adopt the minutes of the regular meeting of April 21, 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**

Carmen Mora, NMUSD School Community Site Facilitator, representing School Community Facilitators: Iris Gonzalez-Rojas, Veronica Menendez, Jami Paley, Laura Wagenseller, Ilse Taborga and Marcy Sands-Brown. Ms. Mora requested to be placed on the next Commission Meeting Agenda to look into disparity in the salary of School Community Facilitators who perform the same duties.

David Johnson, President, Chapter 18, CSEA – Mentioned the donation of free meal gift coupons from Raising Cane's Chicken, (new restaurant chain in Costa Mesa area), which were to be distributed to all employees, including Classified Employees. David presented the Personnel Commissioners with gift cards. He also reminded everyone about the approaching ACE's Day event on Thursday, May 19, 2016

Jami Paley, NMUSD School Community Facilitator, also representing the above named School Community Facilitators, stated that the current job description proposed by the Ewing Study does not represent the duties and responsibilities of their position. Kristen Clark, Director of Classified Personnel, requested that the group forward to her the specific duties and responsibilities in question that the group presented to Ewing during their study.

#### **6. PUBLIC HEARING – PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2016 – 2017**

Recommendation was made to hold a public hearing on the Personnel Commission Budget for Fiscal Year 2015 – 2016 Pursuant to Education Code 45253.

Motion made by: Susan Meyer  
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

## 7. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

- |  |       |
|--|-------|
| a. Computer Software Analyst II                        | 54-16 |
| b. Student Records Technician                          | 55-16 |
| c. Maintenance and Operations Manager                  | 56-16 |
| d. Library/Media Clerk                                 | 57-16 |
| e. Maintenance Plumber                                 | 58-16 |
| f. Instructional Assistant – COVER – Special Education | 59-16 |

Motion made by: Kenneth Wayman

Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

## 8. CERTIFICATION OF NEW ELIGIBILITY LISTS

It was recommended that the following eligibility list(s) as submitted be certified.

- |  |       |
|--|-------|
| a. Instructional Assistant – Behavior Analysis Interventionist | 62-16 |
| b. Instructional Assistant – Extended Day Program              | 63-16 |
| c. Director of Facilities Development/Planning & Design        | 64-16 |
| d. District Translator   | 65-16 |
| e. Community Services Program Specialist                       | 66-16 |
| f. Campus Security Personnel                                   | 67-16 |

Motion made by: Susan Meyer

Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

## 9. ADOPT PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2016-2017

It was recommended that the Members of the Personnel Commission adopt the Personnel Commission Budget for the fiscal year 2015-2016 as presented.

Motion made by: Kenneth Wayman

Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

**10. PERSONNEL DIRECTOR**

Ms. Clark highlighted the following items:

- Thanked employees for their participation in the Commission Meeting.
- ACE's Day is scheduled for Thursday, May 19, 2016, during Classified Employee week – May 14 – 21, 2016,
- Super Star Awards presentation and reception is scheduled for the May 24, 2016 Board Meeting. (Susan Meyer stated that she was interested in attending, Ken Wayman will let her know).
- Asked David Johnson to inform the Commission of the CSEA Chapter 18 award presented to Carol Carter, Personnel Commission Human Resources Technician. Mr. Johnson stated the Going the Extra Mile, (GEM) Award, plus a \$100 gift card, was presented to Ms. Carter at their local chapter meeting.
- Six Software Online Training classes have been held recently for Classified Employees.
- Classified Leadership Academy has been finalized and will be presented to the Board soon. David Johnson also stated how excited he was about the Classified Leadership Academy.

**11. NEXT MEETING DATE: June 16, 2016, at 4:00 p.m.**

**12. ADJOURNMENT: 4:23 p.m.**