

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

October 15, 2015 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES

Mr. Kenneth L. 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 L. Wayman, Chairperson
Tristan L. Aley, Vice-Chairperson
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

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for October 15, 2015.

Motion made by: Tristan Aley
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Kenneth Wayman	Yes

4. APPROVAL OF MINUTES

It was recommended that the Commission adopt the minutes of the regular meeting of September 17, 2015 as submitted.

Motion made by: Tristan Aley

Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Kenneth Wayman	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

David Johnson, CSEA Chapter President, noted the following:

- Expressed his interest in sending CSEA Chapter member Sean Katz, Chapter Treasurer to the 2016 Merit Academy. (Kristen Clark noted that plans were already in place to send Mr. Katz to the 2016 Merit Academy).
- informed the Commission that he would be co-presenting "Know Your Contract" with Amy Gonzales at the Classified Staff Development Day on November 2, 2015.

Lin Aldrich, Classified Advisory Council Member, informed the Personnel Commission that the Advisory Council was interested in inviting a member of the Personnel Commission to their meeting to explain the role of the Commission. Kristen Clark, Director of Classified Personnel, offered her services to do an informational presentation regarding the Personnel Commission.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

- | | |
|---|-------|
| a. School Administrative Assistant – Intermediate | 24-16 |
| b. Communications Specialist | 25-16 |
| c. Job Developer | 26-16 |
| d. Information Technology Technician | 27-16 |
| e. Health Assistant | 28-16 |
| f. School Attendance Assistant | 29-16 |

Motion made by: Tristan Aley

Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Kenneth Wayman	Yes

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

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

a.	Preschool Teacher Assistant	17-16
b.	Preschool Site Facilitator	18-16
c.	Grounds Maintenance Worker	19-16
d.	District Translator	20-16
e.	Custodian	21-16
f.	Teacher Assistant – Bilingual	22-16

Motion made by: Tristan Aley

Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Kenneth Wayman	Yes

8. PERSONNEL DIRECTOR

Ms. Clark highlighted the following items:

- Staff Development Day reminder – November 2, 2015, distributed copies of the workshop offerings flyer.
- Met with David Johnson and Russell Lee-Sung to map out a new Leadership Academy for Classified Staff to start October 2016.
- New Director of Certificated Staff to replace John Drake has been hired, Ms. Leona Olson, who comes with a wealth of experience, i.e., Assistant Superintendent of Human Resources at Capistrano, former principal and teacher.

9. NEXT MEETING DATE: Tentatively scheduled for November 19, 2015 at 4:00 p.m.

10. ADJOURNMENT: 4:08 p.m.