

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 23, 2017 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES

Ms. Susan Meyer, 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:

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

STAFF PRESENT

Christi Winslow, Personnel Analyst
V-Esther Caldwell, Administrative Assistant – Confidential
Holly DeCarvalho, Human Resources Technician

VISITORS PRESENT

Brenda Garcia, CSEA
Eleanor Rebard, CSEA
Pamela Saunders, President, CSEA Chapter 18

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for March 23, 2017.

Motion made by: Tristan Aley
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 February 8, 2017 as submitted.

Motion made by: Kenneth Wayman
Seconded by: Tristan Aley

Votes:

| | |
|----------------|-----|
| Tristan Aley | Yes |
| Susan Meyer | Yes |
| Kenneth Wayman | Yes |

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

Eleanor Rebard thanked Kristen Clark for working with an employee who had a concern regarding benefits.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

- | | |
|-------------------------------|-------|
| a. Chief Financial Officer | 46-17 |
| b. Chief Operating Officer | 47-17 |
| c. Office Assistant III | 48-17 |
| d. Bilingual Office Assistant | 49-17 |
| e. Health Assistant | 50-17 |
| f. Custodian | 51-17 |
| g. Head Custodian | 52-17 |

Motion made by: Tristan Aley
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. | Instructional Assistant – Special Education | 49-17 |
| b. | Pre-School Site Facilitator | 50-17 |
| c. | Administrative Assistant II | 51-17 |
| d. | Athletic Equipment Attendant – Female | 52-17 |
| e. | Accounting Assistant III | 53-17 |
| f. | Instructional Assistant – Special Education | 54-17 |
| g. | Instructional Assistant I – Technology | 55-17 |

Motion made by: Kenneth Wayman

Seconded by: Tristan Aley

Votes:

| | |
|----------------|-----|
| Tristan Aley | Yes |
| Susan Meyer | Yes |
| Kenneth Wayman | Yes |

8. PERSONNEL DIRECTOR

Ms. Clark highlighted the following items:

- Two of the NMUSD Classified School Employees of the Year (CSEY), were selected by the OCDE as their representatives for the state level: Ilse Taborga – School Community Facilitator and Karen Allison – Nutrition Services Assistant II, both from Adams Elementary School. All NMUSD CSEY will be honored at the April NMUSD Board Meeting and the OCDE will also be honoring the CSEY state representatives at an April meeting.
- Ten professional growth online software training classes have been schedule beginning March 29, 2017.
- First round interviews have been held for the new Personnel Commission vacant position to establish an eligibility list and final interviews will be held next week. Also, working with M & O to reorganize the current office space to accommodate the new staff and make the area more functional.
- John Drake, Director of Curriculum for K-12, met with the CSEA Executive Board regarding the rollout of two new pilots for math and language. He recognized the need to seek input from classified employees which would be beneficial to students, staff and community.

9. NEXT MEETING DATES: Thursday, April 20, 2017 at 4:00 p.m.

10. ADJOURNMENT: 4:17 p.m.