

**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

December 20, 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  
V-Esther Caldwell, Administrative Assistant – Confidential  
Holly DeCarvalho, Associate Human Resources Analyst  
Stephanie Beck, Human Resources Technician

**VISITORS PRESENT**

Charlene Metoyer, Board President, NMUSD  
Pam Saunders, President, CSEA Chapter 18  
Eleanor Rebard, CSEA  
Brenda Garcia, CSEA

**3. ADOPTION OF AGENDA**

It was recommended that the Commission adopt the agenda for December 20, 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 November 15, 2018.

Motion made by: Susan Meyer  
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

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

There were no presentations to the Personnel Commission

#### 6. PUBLIC NOTICE: REORGANIZATION

Ms. Charlene Metoyer, President of the NMUSD Board of Education, administered the Oath of Office to Mr. Tristan Aley, Personnel Commissioner. Mr. Aley was approved by the Personnel Commission as the joint appointee at their November 15, 2018 meeting. The appointment took effect at noon on December 1, 2018.

Personnel Commission Oath: "I, Tristan Aley, do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of my position as a Newport-Mesa USD Personnel Commissioner of which I am about to enter."

#### ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON, PERSONNEL COMMISSION FOR CALENDAR YEAR 2019; PERSONNEL COMMISSION RULE 2.1.2, OFFICERS.

The members of the Personnel Commission elected the chairperson and vice-chairperson for calendar year 2019.

Tristan Aley, elected Chairperson

Motion by Susan Meyer, seconded by Kenneth Wayman

Votes:

Tristan Aley	Abstained
Susan Meyer	Yes
Kenneth Wayman	Yes

Susan Meyer, elected Vice-Chairperson

Motion by Tristan Aley, seconded by Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Abstained
Kenneth Wayman	Yes

**7. RATIFICATION OF VACANCY ANNOUNCEMENTS**

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

- |  |       |
|--|-------|
| a. School Bus Cover Driver             | 32-19 |
| b. Bus Driver Trainee                  | 33-19 |
| c. Occupational Therapist              | 34-19 |
| d. Instructional Assistant – Bilingual | 35-19 |
| e. Data Network Technician             | 36-19 |
| f. Contract Procurement Analyst        | 37-19 |
| g. Secondary Office Support Specialist | 38-19 |

Motion made by: Tristan Aley

Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

**8. PERSONNEL CERTIFICATION OF NEW ELIGIBILITY LISTS**

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

- |  |       |
|--|-------|
| a. Secondary Office Support Specialist             | 41-19 |
| b. Instructional Assistant – Behavior Intervention | 42-19 |
| c. Instructional Assistant                         | 43-19 |
| d. Instructional Assistant – Special Education     | 44-19 |
| e. School Administrative Assistant – Elementary    | 45-19 |
| f. Director of Maintenance and Operations          | 46-19 |
| g. Computer Software Analyst II                    | 47-19 |
| h. Credentials Specialist                          | 48-19 |

Motion to approve with question from Susan Meyer regarding the number of applicants (59) for 8.f verses the number of names (1) on the eligible list. It was explained by Kristen Clark that there were multiple factors, including qualifications, oral interviews and non-participation by candidates. Eleanor Rebard also inquired about the types of Eligibility Lists; Promotional Only, Open and Promotional and Dual. The question was why was item 8.f Dual? Christi Winslow explained the differences in the designations and also noted that item 8.f should not be Dual but Open and Promotional and the correction would be made.

Motion made by: Susan Meyer

Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

**9. APPROVAL OF NEW JOB CLASSIFICATION OF STUDENT SUPERVISION ASSISTANT**

It was recommended that the members of the Personnel Commission approve the proposed new job classification of Student Supervision Assistant. The rate of pay will remain tied to the first cell (Step 01), Range 19 of the Instructional Assistant class until such time as CSEA and the District negotiate otherwise.

Motion made by: Susan Meyer

Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

**10. PERSONNEL DIRECTOR**

Ms. Clark shared the following item(s):

- Informed Commissioners of the upcoming 2019 Annual CSPCA Conference, in Anaheim, CA, February 7 – 10, 2019, asking those interested in attending to contact her as soon as possible. Susan Meyer indicated that she would be interested in attending.
- Mentioned email received from George Cole with recommended changes to the by-laws. The Commissioners noted they had also received the email.
- Issued Commissioners a copy of the new CSEA Contract.

**11. NEXT MEETING DATE: Thursday, January 17, 2019 at 4:00 p.m.**

**12. ADJOURNMENT: 4:31 p.m.**