

NEWPORT-MESA UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission
Regular Meeting of the Personnel Commission
2985-A Bear Street, Classified Personnel Testing Room, Costa Mesa, CA 92626

October 10, 2013 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES

Mr. Thomas W. Henderson, Chairperson, called the meeting to order with a silent invocation followed by the Pledge of Allegiance to the flag.

2. ROLL CALL

Thomas W. Henderson, Chairperson
Susan G. Meyer, Vice Chairperson
Kenneth L. Wayman, Commissioner
Nora A. Roque, Secretary to the Commission

STAFF PRESENT

V-Esther Caldwell, Administrative Assistant – Confidential

VISITORS PRESENT

John R. Caldecott, Executive Director, Human Resources, NMUSD
Brenda Garcia, CSEA
Sandy Welch, CSEA
David Johnson, President, CSEA Chapter 18

3. ADOPTION OF AGENDA

Mr. Wayman moved to adopt the agenda for October 10, 2013 as submitted. Ms. Meyer seconded the motion and it carried unanimously.

4. APPROVAL OF MINUTES

Ms. Meyer moved to approve the minutes of the regular meeting of September 19, 2013. Mr. Wayman seconded the motion and it carried.

Mr. Wayman moved to approve the minutes of the special session of September 27, 2013. Ms. Meyer seconded, and Mr. Henderson abstained because he was not present at this meeting – the motion and it carried.

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

David Johnson, CSEA Chapter President, mentioned that registration for the November 1, 2013 Classified Staff Development Day opened on October 10, 2013.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

Ms. Meyer moved to ratify the following vacancy announcement(s). Mr. Wayman seconded the motion, and it carried unanimously.

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| a. Bilingual Office Assistant | 14-14 |
| b. College Guidance Specialist | 17-14 |
| c. Office Assistant III | 18-14 |
| d. Teacher Assistant | 19-14 |
| e. Maintenance Electrician – Promotional Only | 20-14 |
| f. HVAC-R Technician | 21-14 |
| g. Instructional Assistant – Cover – Special Education | 22-14 |
| h. Office Assistant I | 23-14 |
| i. District Translator | 24-14 |

7. CERTIFICATION OF NEW ELIGIBILITY LISTS

Mr. Wayman moved to approve the certification of the following eligibility list(s) as submitted. Ms. Meyer seconded the motion and it carried unanimously.

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|--|-------|
| a. Senior Maintenance Worker | 8-14 |
| b. Campus Security Personnel | 9-14 |
| c. Instructional Assistant – Behavior Analysis Interventionist | 10-14 |
| d. Lead Instructional Assistant – Extended Day Program | 11-14 |
| e. Accounting Assistant – ASB | 12-14 |
| f. Instructional Assistant II – Technology | 13-14 |
| g. Instructional Assistant – Extended Day Program | 14-14 |
| h. Lead Behavior Analysis Interventionist | 15-14 |
| i. Library Media Clerk | 16-14 |
| j. Instructional Assistant – Special Education | 17-14 |
| k. Instructional Assistant – Extended Day Program | 18-14 |
| l. Electronics Technician | 19-14 |

8. ANNOUNCEMENT OF INTENDED JOINT APPOINTEE TO THE PERSONNEL COMMISSION

Ms. Roque stated that interviews were conducted on September 27, 2013, by Ms. Meyer and Mr. Wayman, (also in attendance were Mr. John Caldecott, Executive Director, NMUSD Human Resources and Mr. David Johnson, CSEA President), for the replacement of departing Joint Commissioner, Mr. Thomas Henderson. Seven candidates were interviewed, and at this point the Commissioners are to announce their intended appointee.

Ms. Meyer, CSEA Representative and Mr. Wayman, NMUSD Representative to the Personnel Commission held open discussion regarding their selection of the Joint Appointee.

Mr. Wayman moved that a vote be taken on the appointment of Mr. Tristan Aley as the Joint Appointee to the Personnel Commission, Ms. Meyer seconded, and Mr. Henderson called for public comment.

Public comments on this topic included:

David Johnson, CSEA President
Vicky Wyman, CSEA Member
Brenda Garcia, CSEA Member
Nora Roque, Director, Classified Personnel (points of clarification only)
V-Esther Caldwell, Administrative Assistant, Personnel Commission
John Caldecott, Executive Director, Human Resources

After public comments concluded, the motion was carried by a vote of 2 to 0, with Commissioner Henderson abstaining.

Ms. Roque outlined the remaining steps of the appointment process stating that on the November 13, 2013 agenda there will be a Public Hearing and on the same agenda the Commissioners will take action to appoint and on December 19, 2013 the actual swearing in will be held. Ms. Roque will personally follow-up with all candidates for the position.

9. PERSONNEL DIRECTOR

Ms. Roque highlighted the approaching Classified Staff Development Day and passed out copies of the brochure of the workshops.

10. CLOSED SESSION

None Scheduled

**11. NEXT MEETING DATES: November 7, 2013 – Special Session at 4:00 p.m.
November 13, 2013 – Regular Meeting at 4:00 p.m.**

12. ADJOURNMENT: 4:32 p.m.