

**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 19, 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, Human Resources Analyst  
V-Esther Caldwell, Administrative Assistant – Confidential  
Holly DeCarvalho, Associate Human Resources Analyst

**VISITORS PRESENT**

Brenda Garcia, CSEA

**3. ADOPTION OF AGENDA**

It was recommended that the Commission adopt the agenda for October 19, 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 September 21, 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**

No presentations were made.

#### **6. RATIFICATION OF VACANCY ANNOUNCEMENTS**

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

- |                                   |       |
|-----------------------------------|-------|
| a. Supervisor, Technology Support | 13-18 |
| b. Health Assistant               | 14-18 |
| c. Instructional Assistant        | 15-18 |
| d. Supervisor, Network            | 16-18 |
| e. Office Assistant II            | 17-18 |

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 amended be certified.

- |   |       |
|---|-------|
| a. Instructional Assistant – Extended Day Program | 19-18 |
| b. Instructional Assistant – Special Education    | 20-18 |
| c. Instructional Assistant – Preschool            | 21-18 |
| d. Grounds Maintenance Worker                     | 22-18 |

Motion made by: Kenneth Wayman  
Seconded by: Tristan Aley

Votes:

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

**8. APPROVAL OF CLASSIFICATION MODIFICATION: SUPERVISOR, BUDGETS**

It was recommended that the modifications of the job description for the classification of Supervisor, Budget be approved. These modifications have no additional pay allocation

Motion made by: Kenneth Wayman

Seconded by: Tristan Aley

Votes:

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

**9. PERSONNEL DIRECTOR**

Ms. Clark highlighted the following items:

- At the last regular Board meeting, Susan Meyer was approved as the CSEA Chapter 18 representative to the Personnel Commission. At a later Commission meeting, the Board President will be invited to perform the swearing in of Ms. Meyer;
- Reviewed the Classified Staff Development Day Brochure and the Supervisor Training Flyer scheduled for Wednesday, November 1, 2017. Announcements were sent and registration is now open;
- Classified School Employee of the Year program is starting up and Ms. Clark and Annette Franco will make a presentation to Cabinet on October 24, 2017 and immediately following that meeting, solicitations for nominations will go out;
- Brief discussion on Classified Staff Development Day registration, enrollment, workshop content and qualifications for participation.

**10. NEXT TWO MEETING DATES: Thursday, November 16, 2017 at 4:00 p.m.**

**11. ADJOURNMENT: 4:16 p.m.**