

**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 19, 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  
Susan G. Meyer, Commissioner  
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  
Vicky Wyman, CSEA

**3. ADOPTION OF AGENDA**

It was recommended that the Commission adopt the amended agenda for March 19, 2015.

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 February 26, 2015.

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. RATIFICATION OF VACANCY ANNOUNCEMENTS**

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

- |   |       |
|---|-------|
| a. Nutrition Services Assistant I                 | 28-15 |
| b. School Administrative Assistant – Intermediate | 29-15 |

Motion made by: Tristan Aley  
Seconded by: Susan Meyer

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 – Extended Day Program              | 39-15 |
| b. Benefits Analyst  | 40-15 |
| c. Instructional Assistant – Special Education                 | 41-15 |
| d. Instructional Assistant – Behavior Analysis Interventionist | 42-15 |

Motion made by: Susan Meyer  
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

## 8. PERSONNEL COMMISSION DESIGNATION OF HEARING OFFICER.

It was recommended that Personnel Commission designate Ms. Geraldine Jaffe as the Hearing Officer for an employee appeal per Personnel Commission Rule 6.10.4.1.

Motion made by: Susan Meyer  
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

## 9. PERSONNEL DIRECTOR

Ms. Clark highlighted the following items:

- Reminded the Commissioners of the upcoming Classified Employees of the year presentation at the OCDE Board Meeting where Alfredo Perez, Head Custodian, candidate for Maintenance and Operations Classified Employee was selected to represent the County for Classified Employee of the Year. He will be recognized at the Orange County Department of Education on Wednesday, April 15, 2015 @ 11:00 a.m. Ms. Clark invited the Commissioners to attend. She and David Johnson will be going to Mr. Perez's school site to present him with his certificate.
- NMUSD has hired Mr. Russell Lee-Sung as the NMUSD as the Assistant Superintendent Chief Human Resources Officer, who will be starting on Wednesday, March 25, 2015.
- Communication regarding Classification/Compensation Study to be distributed to staff through the Superintendent's DOT's newsletter; also working on updating Classification/Compensation Study website, as well as meeting with various departmental/group meetings.
- Vicky Wyman selected as the new Benefits Analyst.
- CSEA Negotiations will begin on Friday, March 20, 2015

## 10. CLOSED SESSION

The members of the Personnel Commission adjourned to closed session at 4:08 p.m. to discuss the following item:

Appeal of the decision to affirm the recommendation of the Director of Classified Personnel to remove an eligible from an eligibility list for **Applicant #14228603**. (Rule 4.1.3 and 4.1.3.6, Elimination of Unfit Applicants, Candidates, and Eligibles), Review of Applicant Appeal (Pursuant to Government Code Section §54954.5(E) and §54957)

Open session reconvened at 4:28 p.m.

The Personnel Commission, in closed session, took action to reject the appeal of applicant #14228603 with a vote of 3 to 0.

Votes:

Tristan Aley	Reject
Susan Meyer	Reject
Kenneth Wayman	Reject

**11. NEXT MEETING DATE: April 16, 2015, at 4:00 p.m.**

**12. ADJOURNMENT: 4:28 p.m.**