

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

November 15, 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

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 November 15, 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 October 18, 2018.

Motion made by: Tristan Aley
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

NONE

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

- | | |
|---|-------|
| a. Instructional Assistant | 27-19 |
| b. Office Assistant II | 28-19 |
| c. Office Assistant III | 29-19 |
| d. School Administrative Assistant – Elementary | 30-19 |
| e. Computer Software Analyst | 31-19 |

There was a motion to approve with question from Eleanor Rebard regarding vacancy announcement 6.c, and whether a specific essential duty should be included for the current open position. Kristen Clark explained that the essential duties outlined in the job responsibilities section are to cover multiple positions in the category which may be at various locations and departments.

Motion made by: Susan Meyer
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

7. PERSONNEL CERTIFICATION OF NEW ELIGIBILITY LISTS

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

- | | |
|--|-------|
| a. Instructional Assistant – Extended Day Program | 35-19 |
| b. Instructional Assistant – Special Education | 36-19 |
| c. Lead Instructional Assistant – Extended Day Program | 37-19 |
| d. School Administrative Assistant – Intermediate | 38-19 |
| e. Accountant | 39-19 |
| f. Assessment and Accountability Specialist | 40-19 |

Motion to approve with question from Susan Meyer regarding the number of applicants for 7.f verses the number of names on the eligible list and was this because eight participants qualified. It was explained by Christi Winslow and Kristen Clark that there were multiple factors, including qualifications, oral interviews and non-participation by candidates.

Motion made by: Susan Meyer

Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. PERSONNEL DIRECTOR

Ms. Clark shared the following item(s):

- Informed Commissioners that after the current elections, Newport Mesa Unified School District would now have two new board members: Ashley Anderson and Michelle Barto
- Department has been very busy with recruitments and especially busy preparing for the legislative change regarding Noon Duty Supervisors that goes into effect January 1, 2019.

9. PUBLIC HEARING – JOINT APPOINTEE TO THE PERSONNEL COMMISSION

In accordance with 45246(f), the Personnel Commission provided the public, employees, and employee organizations the opportunity to express their views. There were no presentations to the Personnel Commission regarding the joint appointee to the Personnel Commission.

10. APPOINTMENT OF PERSONNEL COMMISSIONER MR. TRISTAN L. ALEY

It was recommended that Board and Union Appointees consider action in accordance with California Education Code 45246(f) to reappoint Mr. Tristan L. Aley as Personnel Commissioner.

Motion made by: Susan Meyer

Seconded by: Kenneth Wayman

Votes:

Susan Meyer	Yes
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Kenneth Wayman	Yes
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11. NEXT MEETING DATE: Thursday, December 20, 2018 at 4:00 p.m.

12. ADJOURNMENT: 4:09 p.m.