

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

July 23, 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

VISITORS PRESENT

David Johnson, President, CSEA Chapter 18
Lin Aldrich, CSEA

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for July 23, 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 June 25, 2015 as submitted.

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

David Johnson, CSEA Chapter President, noted the following:

- The creation of two new positions at NMUSD in the Communications Department, one within the classified bargaining unit and the other a senior management position.
- Acknowledged and announced his support of Tristan Aley as the intended Joint Appointee and his support and appreciation of all the Commission for their service.
- Completion of Merit Academy by himself and Kristen Clark.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

- | | |
|---|-------|
| a. Bus Driver Trainee | 47-15 |
| b. Instructional Assistant – Behavior Analysis Interventionist – Continuous | 1-16 |
| c. Instructional Assistant – Special Education – Continuous | 2-16 |
| d. Instructional Assistant – Extended Day Program – Continuous | 3-16 |
| e. Campus Security Personnel | 4-16 |
| f. Assessment Technician | 5-16 |

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. School Registrar I | 60-15 |
| b. Teacher Assistant | 61-15 |
| c. Library Media Clerk | 62-15 |
| d. Preschool Teacher Assistant | 63-15 |

Motion made by: Susan Meyer

Seconded by: Tristan Aley

Votes:

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

8. APPROVAL OF PROPOSED NEW CLASSIFICATION OF COMMUNICATIONS AND PUBLIC RELATIONS OFFICER

It is recommended that the senior management classification of Communications and Public Relations Officer be approved as submitted. It is also recommended that the salary allocation be negotiated.

Motion made by: Tristan Aley

Seconded by: Susan Meyer

Votes:

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

9. APPROVAL OF PROPOSED NEW CLASSIFICATION OF COMMUNICATIONS SPECIALIST

It is recommended that the job classification of Communications Specialist be approved as submitted. It is also recommended that the salary for this class be placed on the Classified Bargaining Unit Salary Schedule at Range 44

Motion made by: Susan Meyer

Seconded by: Tristan Aley

Votes:

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

10. PERSONNEL DIRECTOR

Ms. Clark explained the process for selecting the intended Joint Appointee to the Personnel Commission and that Mr. Tristan Aley was interested in continuing as the Joint Appointee and that he meets the necessary requirements.

She also noted that testing and hiring continue to be the top priority of the Classified Personnel Staff.

11. ANNOUNCEMENT OF INTENDED JOINT APPOINTEE TO THE PERSONNEL COMMISSION

Susan Meyer, Classified Employee Appointee and Kenneth Wayman, Board Appointee to the Personnel Commission announced Tristan Aley as their intended Joint Appointee to the Personnel Commission.

12. NEXT MEETING DATES: September 17, 2015 at 4:00 p.m.

13. ADJOURNMENT: 4:23 p.m.