

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

February 21, 2019 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES

Mr. Tristan Aley, Chairperson, called the meeting to order with a silent invocation followed by the Pledge of Allegiance.

2. ROLL CALL

Commission roll call was taken and the following were present:

Tristan L. Aley, Chairperson
Susan G. Meyer, Vice-Chair
Kenneth Wayman, Commissioner

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

Eleanor Rebard, CSEA, Chapter 18
Becky Schmieg, Human Resources Technician

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for February 21, 2019.

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan L. 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 January 17, 2019 as submitted.

Motion made by: Kenneth Wayman
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION

Eleanor Rebard, Accounting Assistant III, wanted it placed on record that she now works for the Fiscal Department and would like to address this matter at a meeting when Kristen Clark, Director of Classified Personnel, returns.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

- | | |
|------------------------|-------|
| a. Accompanist | 42-19 |
| b. Mechanics Assistant | 43-19 |

Motion made by: Susan Meyer
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. Student Supervision Assistant | 54-19 |
| b. School Bus Cover Driver | 55-19 |
| c. Instructional Assistant – Bilingual | 56-19 |
| d. Instructional Assistant – Special Education | 57-19 |
| e. Instructional Assistant – Behavior Intervention | 58-19 |
| f. Instructional Assistant – Extended Day Programs | 59-19 |
| g. Student Supervision Assistant | 60-19 |
| h. School Community Facilitator | 61-19 |
| i. Secondary Office Support Specialist | 62-19 |

Motion made by: Kenneth Wayman
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. PERSONNEL DIRECTOR

Christi Winslow highlighted the following item(s):

- Packets for Classified Employee of the Year have been submitted to the Orange County Department of Education for three NMUSD Classified Employees
- Introduced new employee, Becky Schmieg, Human Resources Technician who will be working with the Personnel Commission staff and informed Commission of additional Human Resources personnel within the Credentials area
- Continually recruiting and placing Student Supervision Assistants and are already working on the third recruitment for this position
- Technology Skills Online Software Training classes have been scheduled
- IT working on new program for summer school applications
- Preparing to participate in upcoming budget meetings for every school regarding staffing.

Susan Meyer gave a brief summary on her attendance at the CSPCA Conference.

9. NEXT MEETING DATE: Thursday, March 21, 2019 at 4:00 p.m.

10. ADJOURNMENT: 4:17 p.m.