

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 16, 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

Pam Saunders, President, CSEA Chapter 18
Eleanor Rebard, CSEA
Leona Olson, Director of Certificated Personnel

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for November 16, 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 October 19, 2017 as submitted.

Motion made by: Tristan Aley

Seconded by: Kenneth Wayman

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. Bus Driver | 18-18 |
| b. Instructional Assistant – Preschool | 19-18 |
| c. Office Assistant III | 20-18 |

Motion made by: Kenneth Wayman

Seconded by: Tristan Aley

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 | 23-18 |
| b. Instructional Assistant – Behavior Intervention | 24-18 |
| c. School Attendance Technician | 25-18 |
| d. Health Assistant | 26-18 |
| e. Executive Assistant – Confidential | 27-18 |

Motion made by: Tristan Aley

Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. PERSONNEL DIRECTOR

Ms. Clark highlighted the following items:

- Highlighted the events of the 16th Annual Classified Development Day activities, which included training at Costa Mesa HS, supervisor training at another location, and Special Education CPI training also held at another location, with a total of 543 attendees; Plans to schedule follow up meeting with the Staff Development Committee to review evaluation sheets and select a theme for next year;
- The first Classified Leadership Training Institute session for this school year was held, with Russell Lee-Sung giving a presentation on “The Will and the Skill of Ethical Leadership”; Forty-five applications were received for the 24 seats available for the training. (Commissioners, staff and attendees participated in a discussion on the benefits of this type of training for NMUSD staff);
- Currently accepting and have received nominations for the Classified Employees of the Year;
- Noted the staff has been extremely busy with hiring;
- Allowed time for Leona Olson, Director of Certificated Personnel and acting Chief Human Resources Officer to briefly speak about the Classified Leadership Training Institute and her current temporary role as acting Chief Human Resources Officer.

9. NEXT TWO MEETING DATES: Thursday, December 21, 2017 at 4:00 p.m.

10. ADJOURNMENT: 4:24 p.m.