

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 8, 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, Personnel Analyst
Holly DeCarvalho, Human Resources Technician

VISITORS PRESENT

Eleanor Rebard, CSEA
Brenda Garcia, CSEA
Pamela Saunders, President, CSEA Chapter 18

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for February 8, 2017.

Motion made by: Kenneth Wayman

Seconded by: Tristan Aley

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 January 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

Eleanor Rebard reported that Luis Camarena circulated the Personnel Commission's Annual Report to the NMUSD School Board Members at their January 31, 2017 meeting for review, and they were pleased with the report.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

- | | |
|---|-------|
| a. Accounting Assistant III | 38-17 |
| b. Maintenance Carpenter | 39-17 |
| c. Instructional Assistant Bilingual | 40-17 |
| d. Instructional Assistant I – Technology | 41-17 |
| e. Instructional Assistant | 42-17 |
| f. Nutrition Services Assistant II | 43-17 |
| g. Associate Human Resources Analyst | 44-17 |
| h. Maintenance Technician | 45-17 |

Motion made by: Tristan Aley

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 submitted be certified.

- | | |
|--|-------|
| a. Instructional Assistant – Extended Day Program | 44-17 |
| b. Bus Driver | 45-17 |
| c. Preschool Teacher Assistant | 46-17 |
| d. Instructional Assistant – Behavior Intervention | 47-17 |
| e. Lead Custodian | 48-17 |

Motion made by: Kenneth Wayman

Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. PERSONNEL DIRECTOR

Ms. Clark highlighted the following items:

- Reminded the Commissioners of that the Super Star Awards will be presented at the February 28, 2017, NMUSD School Board Meeting and invited them to attend.
- NMUSD nominations for Classified Employees of the Year have been submitted to the OCDOE. Once a date has been selected for recognition by the School Board, the Commissioners will be notified.
- The Associated Human Resources Analyst position being posted.

9. NEXT MEETING DATES: Thursday, March 23, 2017 at 4:00 p.m.

10. ADJOURNMENT: 4:07 p.m.