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

December 14, 2016 – 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 to the flag.

2. ROLL CALL

Commission roll call was taken and the following were present:

Tristan L. Aley, Chairperson
Susan G. Meyer, Vice-Chairperson
Kenneth L. Wayman, Commissioner
Kristen M. Clark, Secretary to the Personnel Commission

STAFF PRESENT

Christi Winslow, Personnel Analyst
V-Esther Caldwell, Administrative Assistant – Confidential
Holly DeCarvalho, Human Resources Technician

VISITORS PRESENT

Karen Yelsey, President, NMUSD Board of Education
Brenda Garcia

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for December 14, 2016.

Motion made by: Susan Meyer
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 November 17, 2016.

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

There were no presentations to the Personnel Commission.

6. PUBLIC NOTICE: REORGANIZATION

Ms. Karen Yelsey, President of the NMUSD Board of Education, administered the Oath of Office to Mr. Kenneth Wayman, Personnel Commissioner. Mr. Wayman was approved by the Board of Education as its appointee to the Personnel Commission at the November 1, 2016 Board Meeting. The appointment took effect at noon on December 1, 2016.

Personnel Commission Oath: "I, Kenneth Wayman, do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of my position as a Newport-Mesa USD Personnel Commissioner of which I am about to enter."

ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON, PERSONNEL COMMISSION FOR CALENDAR YEAR 2017; PERSONNEL COMMISSION RULE 2.1.2, OFFICERS.

The members of the Personnel Commission elected the chairperson and vice-chairperson for calendar year 2017.

Susan Meyer, elected Chairperson

Motion by Kenneth Wayman, seconded by Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Abstained
Kenneth Wayman	Yes

Kenneth Wayman, elected Vice-Chairperson

Motion by Susan Meyer, seconded by Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Abstained

7. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

a. Lead Custodian – Promotional Only 32-17

Motion made by: Kenneth Wayman
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. CERTIFICATION OF NEW ELIGIBILITY LISTS

It was recommended that the following eligibility list(s) as submitted be certified.

a. District Translator 34-17
b. School Attendance Technician 35-17
c. Information Technology Technician 36-17

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. PERSONNEL DIRECTOR

Ms. Clark highlighted the following:

- All changes regarding the Classification and Compensation Study have been implemented; we are currently working to post all the adopted job descriptions on NeoGov.

- Super Star nominations closed on December 9 and will be reviewed on December 19, 2016 for selection. The Commissioners will be notified when presentations will be made before the Board of Education.

- Classified Employee of the Year nominations/recommendations close on December 16, 2017 and selections have been made; the Commissioners will be notified when presentations will be made before the Board of Education.

- CSEA and NMFT Representatives along with Principals, Management and members of the Board of Education will be attending two days of labor management training in Norco during December 2016, with additional days scheduled for January and February of 2017.

10. NEXT MEETING DATES: January 19, 2017**.**

11. CLOSED SESSION

The members of the Personnel Commission adjourned to closed session at 4:10 p.m. to discuss the following item:

Public Employee Discipline/Dismissal/Release – Review of Report from Hearing Officer and proposed option(s) (Pursuant to Government Code Section §54957)

Open session reconvened at 4:17 p.m.

The Personnel Commission, in closed session, took action to accept the Hearing Officer's recommendation to dismiss classified employee, ID# 7800004937 with a vote of 3 to 0.

Votes:

Tristan Aley – Aye
Susan Meyer – Aye
Kenneth Wayman – Aye

12. ADJOURNMENT: 4:18 p.m.