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

January 16, 2014 – 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 L. Wayman, Vice-Chairperson
Tristan L. Aley, Commissioner
Nora A. Roque, Secretary to the Commission

STAFF PRESENT

V-Esther Caldwell, Administrative Assistant – Confidential

VISITORS PRESENT

Cindy Means, Retired NMUSD employee and former CSEA President
Brenda Garcia, CSEA
Vicky Wyman, CSEA

3. ADOPTION OF AGENDA

It was recommended that the Commission adopt the agenda for January 16, 2014.

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 December 19, 2013 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

Brenda Garcia, on behalf of David Johnson, CSEA Chapter President, thanked the Commission for granting the time necessary to review the changes to the job descriptions for three IT positions, acknowledged Nora Roque's help in facilitating this review and supports the Director's request to post these positions immediately.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS

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

a.	School Attendance Assistant	35-14
b.	Accountant	36-14
c.	Accounting Supervisor	37-14

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 submitted be certified.

a.	Instructional Assistant – Behavior Analysis Interventionist	39-14
b.	School Administrative Assistant - Elementary	40-14

Motion made by: Tristan Aley
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. PERSONNEL DIRECTOR

Ms. Roque pointed out the new format of the Personnel Commission Minutes as required due to changes to the Brown Act effective January 1, 2014. Ms. Roque reported on meeting with affected IT staff regarding classification changes. Ms. Roque reminded the commission of the Super Star Awards presentation at the January 28, 2014 Board Meeting. Ms. Roque updated the commission on the progress of the RFPs for the Classification and Compensation Study.

9. NEXT MEETING DATES: February 27, 2014 at 4:00 p.m.

10. ADJOURNMENT: 4:12 p.m.