Personnel Commissioners

Thomas W. Henderson
Thomas Henderson served on the Board of Education for NMUSD from 1972—1979. He began his service on the Personnel Commission in 1979 and served through 1994. Mr. Henderson returned to the Personnel Commission in 1995 and has served as the joint appointee to this date. Mr. Henderson’s current term runs through December 2012.

Susan G. Meyer
Susan Meyer is a resident of Costa Mesa and was reappointed to the Personnel Commission in December 2011. Ms. Meyer has served as a classified employee of the North Orange County Community College District (Cypress Campus) and currently serves as a Labor Relations Representative with the Orange Field Office of California School Employees Association. She was originally appointed as the CSEA representative to the Personnel Commission in 1996, and served through December 2002. Ms. Meyer’s current term runs through December 2014.

Kenneth L. Wayman, Vice
Kenneth L. Wayman is an Attorney and has practiced locally for over 38 years. He has lived in the District since 1965, and all of his children and his wife graduated from district schools. He has served this district as a teacher, School Board Member, and as Representative to the California School Boards Association. Mr. Wayman was originally appointed to the Personnel Commission as the NMUSD School Board’s designee in February of 1998, and has been reappointed to his current term through December 2013.
The ongoing use of the applicant tracking system NeoGov has sent the Personnel office a much larger number of applications to process, which means that news of our open positions is more easily available to the public. We continue to provide more communication with candidates regarding the current phase of the recruitment process, scheduling their own interview times online and access to their test scores when they log in to the system.

The 2010-2011 school year brought several staff changes to the Human Resources Department, a few of which touched the Personnel Commission as well. In August, Christi Winslow promoted to the Personnel Analyst after the retirement of Andrea Rohrer and V-Esther Caldwell joined the Classified Personnel team as the Administrative Assistant/Confidential. On October 1, the Director of Classified Personnel, John Caldecott, received a promotion to the Executive Director of Human Resources and Nora Roque joined the Classified Personnel office as the Director of Classified Personnel in November. The statistics show that many people were hired and received quality service throughout this time of changing staff. The continued uncertainty of the financial status of the state of California brought about the need to plan for possible layoffs. The efforts of the Director, Nora Roque, the CSEA President Cindy Means, and Personnel Analyst, Christi Winslow, gave opportunities to about 30 employees who were at risk of being laid off, to remain employed with Newport-Mesa.

Director, Nora Roque and CSEA President, Cindy Means continued the strong relationship between the District and the Union by holding regular weekly meetings to address a variety of personnel matters. The Director and the President together visited schools to give employees a comfortable atmosphere in which to express concerns or ask questions.

CSEA and the Personnel Commission staff collaborated once again on the ACE (Appreciating Classified Employees) program. This celebration brings together management and classified employees to continue to grow in knowledge about the daily activities of each other’s work. Managers volunteer to shadow classified employees for a morning and then all gather to enjoy lunch together to share their experiences with the group. Another continued success between CSEA and Personnel was with the Orange County Department of Education’s ‘Classified Employee of the Year’ program. Six of our classified employees were nominated to participate in this county program and were recognized at the Orange County Department of Education as Newport-Mesa Unified School District Employee of the Year in their Category.

The 2010—2011 Annual Report

The Office of the Personnel Commission for Newport-Mesa supports the goals and ideals established by the Board of Education, staff and community in providing the best education possible to the youth of our communities.

The Personnel Commission oversees a Merit System whose guidelines ensure:

- Fair and equitable employment and promotion practices on the basis of merit as shown by competitive examination
- Encouraging employees to remain with the district through training and promotional opportunities
- Maintaining a classification of positions on the basis of the duties and responsibilities actually performed
- A system that adheres to the principle of “like pay for like work”
- A system that provides the ability for the employee to appeal a disciplinary action
- A system that prohibits discrimination

The ongoing use of the applicant tracking system NeoGov has sent the Personnel office a much larger number of applications to process, which means that news of our open positions is more easily available to the public. We continue to provide more communication with candidates regarding the current phase of the recruitment process, scheduling their own interview times online and access to their test scores when they log in to the system.

The 10th annual Classified Staff Development Day was held at Costa Mesa High School where classified staff had the opportunity to take a class or two in areas relating to professional and personnel growth. Speakers came from United Behavioral Health, CSEA, PERS, The East Company, as well as some of our own management staff. Approximately 300 bargaining unit staff members participated in at least one of the 15 classes offered. The Director, Nora Roque, also participated in staff development by speaking at a Supervisor Group meeting in conjunction with CSEA Union President, Cindy Means, to aide supervisors in communicating and evaluating their staff more effectively.

Programs that continue to be successful include the Super Star employee recognition program which recognizes outstanding classified employees. These employees are recommended by their peers, students, parents or community members. This year 47 outstanding individuals were honored by the Board of Education at special recognition presentations.

Once again, the Personnel Commission wishes to thank all who have supported and assisted in accomplishing the Commission’s activities during the past year. We are especially grateful to the employees who assist us by participating on Qualifications Appraisal Interview panels. Special thanks, also, to the Board of Education, the Superintendent, the Executive Staff, managers, classified employees, CSEA officers, the CSEA Labor Relations Representative and all District employees.