

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission
Via Zoom Webinar
2985 Bear Street, Building A, Costa Mesa, CA 92626

January 20, 2022 – 4:01 p.m.

MINUTES

1. ZOOM WEBINAR – OPENING CEREMONIES:

Tristan Aley, Chairperson, called the meeting to order with a silent invocation followed by the Pledge of Allegiance.

2. ROLL CALL:

Commission roll call was taken and the following were present:

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

Staff present:

V-Esther Caldwell, Administrative Assistant–Confidential
Theresa Nguyen, Associate Human Resources Analyst
Elizabeth Peterson, Human Resources Technician

Visitors present:

Pam Saunders, CSEA Chapter 18 President
Brenda Garcia, CSEA Chapter 18
Eleanor Rebard, CSEA Chapter 18
Valeria Martinez-Soria, Human Resources Technician

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for January 20, 2022.

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan L. 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 16 2021, as submitted.

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION:

No public comment cards were submitted or presentations made.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS:

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

a. Lead Technology Support Technician	38-22
b. Coordinator III, Nutrition Services	39-22
c. Transportation Dispatch/Scheduler	40-22
d. Instructional Assistant-Extended Day Program	41-22
e. School Administrative Assistant-Elementary	42-22
f. Instructional Assistant-Preschool	43-22
g. Supervisor, Accounting	44-22
h. School / Community Facilitator	45-22

Motion made by: Kenneth Wayman
Seconded by: Susan Meyer

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	50-22
b. Supervisor, Technology Support	51-22
c. Instructional Assistant-Bilingual	52-22
d. Instructional Assistant-Behavior Intervention	53-22
e. Instructional Assistant-Preschool	54-22
f. Student Supervision Assistant	55-22
g. Campus Safety Facilitator	56-22
h. Instructional Assistant-Special Education	57-22

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. PERSONNEL DIRECTOR:

Ms. Clark highlighted the following items:

- There has been a 411% increase in the number of employee positive COVID cases compared to January 2021. As of today, 350 employees have notified the COVID intake team that they tested positive and the team is monitoring around 1,000 employees.
- Submitted nomination packets to the Orange County Department of Education for the California Classified Employee of the Year program. The nominees are Andersen Elementary School Health Assistant Karen Weir and Pomona Elementary School Nutrition Services Assistant II Maria “Lupe” Cuin Martinez. Ms. Weir was nominated by Andersen Principal Tiffany Lewis and has been with the district for 12 years. Ms. Martinez was nominated by Nutrition Services Director Todd Hatfield and Pomona Principal Cindy Pedroso and has been with the District for almost 30 years.
- Introduced Human Resources Technician Valeria Martinez-Soria who has been assigned to work with Personnel Commission staff.

9. NEXT MEETING DATE: Thursday, February 17, 2022 at 4:00 p.m.

10. ADJOURNMENT: 4:11 p.m.