NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

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

August 19, 2021 – 4:05 p.m.

MINUTES

1. ZOOM WEBINAR – OPENING CEREMONIES:

Tristan Aley, Vice-Chair, 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, Vice-Chair
Susan G. Meyer, Commissioner
Kristen M. Clark, Secretary to the Personnel Commission

Staff present:

Christi Winslow, Human Resources Analyst
V-Esther Caldwell, Administrative Assistant–Confidential
Stephanie Beck, Human Resources Technician

Visitors present:

Eleanor Rebard, CSEA Chapter 18
Brenda Garcia, CSEA Chapter 18

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for August 19, 2021.

Motion made by: Susan Meyer
Seconded by: Tristan Aley

Votes:

Tristan L. Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Absent

4. APPROVAL OF MINUTES:

It was recommended that the Commission adopt the minutes of the regular meeting of July 15, 2021, as submitted.

Motion made by: Susan Meyer
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Absent

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.	School Office Assistant	5-22
b.	Supervisor, Technology Support	6-22
c.	Nutrition Services Assistant III	7-22
d.	Instructional Assistant-Technology	8-22
e.	Job Transition Coach	9-22
f.	Grounds Maintenance Worker	10-22
g.	Maintenance Painter	11-22
h.	Library Media Technician II	12-22
i.	Instructional Assistant	13-22

Motion made by: Susan Meyer
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Absent

7. CERTIFICATION OF NEW ELIGIBILITY LISTS:

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

a.	Supervisor, Nutrition Services	2-22
b.	Instructional Assistant-Extended Day Program	3-22
c.	Student Supervision Assistant	4-22
d.	Office Assistant II	5-22
e.	Library Media Technician I	6-22
f.	Office Assistant I	7-22
g.	Instructional Assistant	8-22
h.	Communications Specialist	9-22
i.	Instructional Assistant-Special Education	10-22
j.	School/Community Facilitator	11-22

There was a motion to approve with comment by Ms. Meyer regarding the change in scoring on item 7i, Instructional Assistant-Special Education. Oral test scores, which were previously Pass/Fail, are now graded with a number score.

Motion made by: Susan Meyer
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Absent

8. EXTENTION OF ELIGIBLE LISTS

It was recommended that the following eligible lists be extended.

a.	Custodian – Extended to 9/29/21	8-21
b.	Lead Technology Support Technician – Extended to 12/01/21	31-21
c.	Information Technology Technician – Extended to 01/20/22	40-21
d.	Campus Safety Facilitator – Extended to 09/23/21	9-21

Motion made by: Susan Meyer
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Absent

9. APPROVED – CLASSIFICATION MODIFICATION: MAINTENANCE TECHNICIAN

It was recommended that the members of the Personnel Commission approve the modifications of the classification Health Assistant. These modifications have no additional pay allocation.

Motion made by: Susan Meyer
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Absent

10. PERSONNEL DIRECTOR:

Ms. Clark highlighted the following items:

- First day back from vacation and staff have been amazing in handling the additions of new positions and posting to fill those positions.
- CSEA and NMUSD have reached a settlement agreement pending ratification that included no change to monthly employee benefit contribution for health insurance for full time employees and decrease to portion of premium paid by part time employees; 3.6% salary increase; one-time $1,000 stipend for full time employees who work 50% or more of the year and $500 one-time payment for

part time employees (4 hours or less); $5,000 increase to professional growth budget; 25 minimum hours per week for bus drivers.

- School begins on Monday, August 23, 2021 and Stephanie Beck is extremely busy onboarding new staff to be ready to welcome students.
- New Supervisor, Nutrition Services positions were filled from within the District with promotions.
- Will be reviewing the new CDC policies regarding COVID-19 and mask that were issued during her vacation, especially with the increase in COVID positive numbers within the District.
- Next meeting will continue to be held via Zoom and any changes afterwards will be discussed with the Commissioners.
- Following up on Susan Meyer's question regarding sensitivity training around the wearing and not wearing of mask and COVID vaccinations.

11. NEXT MEETING DATE: Thursday, September 16, 2021 at 4:00 p.m.

12. ADJOURNMENT: 4:21 p.m.