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

March 18, 2021 – 4:03 p.m.

MINUTES

1. ZOOM WEBINAR – OPENING CEREMONIES:

Kenneth Wayman, 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:

Kenneth Wayman, Chairperson
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
Becky Schmieg, Associate Human Resources Analyst
Stephanie Beck, Human Resources Technician

Visitors present:

Pam Saunders, President, CSEA Chapter 18
Eleanor Rebard, CSEA Chapter 18
Brenda Garcia, CSEA Chapter 18

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for March 18, 2021.

Motion made by: Tristan Aley
Seconded by: Susan Meyer

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 February 18 2021, as submitted.

Motion made by: Susan Meyer
Seconded by: Tristan Aley

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.	School Office Assistant	39-21
b.	Custodian Substitute Only	40-21
c.	Supervisor, Benefits	41-21
d.	Instructional Assistant-Extended Day Program	42-21
e.	Supervisor, Transportation Operations	43-21

Motion made by: Tristan Aley
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) be certified:

a.	Student Supervision Assistant	44-21
b.	School Administrative Assistant-Elementary	45-21
c.	Athletic Equipment Attendant-Male	46-21
d.	Instructional Assistant-Special Education	47-21
e.	Instructional Assistant-Behavior Intervention	48-21
f.	Office Assistant-Bilingual	49-21
g.	Health Assistant CORRECTED	38-21
h.	School Administrative Assistant-High School Comprehensive Campus	50-21

There was a motion to approve by Mr. Aley, with question from Ms. Meyer regarding the need for the correction of item 7.g. Christi Winslow shared that a name had been inadvertently omitted from the list and after discussion with the applicant, her name was added.

Motion made by: Tristan Aley
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. PERSONNEL DIRECTOR:

Ms. Clark highlighted the following items:

- The District issued student calendars for the next two school years. Work has begun on updating the classified and certificated work calendars for the next school year.
- Announced that she has been selected by the Superintendent to be a part of a committee that is tasked with providing recommendations to reopen at level 1after Spring Recess. There are no proposed changes for secondary schools at this time.
- Student and Community Services Director Phil D'Agostino, is working to assist staff that may be having difficulties in locating and scheduling COVID-19 vaccination appointments.
- The District has been adding additional staff, which has increased the department's workload as we plan, post and recruit for these positions.
- Working with Administrative Director I, Certificated Personnel Megan Brown, she has been holding meetings with sites/departments to discuss staffing for the 2021-22 school year.

9. NEXT MEETING DATE: Thursday, April 15, 2021 at 4:00 p.m.

10. ADJOURNMENT: 4:19 p.m.