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

November 19, 2020 – 4:07 p.m.

MINUTES

1. ZOOM WEBINAR – OPENING CEREMONIES:

Susan G. Meyer, 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:

Susan G. Meyer, Chairperson
Kenneth Wayman, Vice-Chair
Tristan L. Aley, 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:

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

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for November 19, 2020 as presented.

Motion made by: Tristan L. Aley
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 October 22, 2020, 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:

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.	Health Assistant	24-21
b.	Occupational Therapist	25-21
c.	Executive Assistant – Superintendent	26-21
d.	Supervisor, Custodial Operations	27-21
e.	Nutrition Services Assistant II	28-21
f.	Nutrition Services Assistant I	29-21

There was a motion to approve by Mr. Wayman, with question from Ms. Meyer regarding starting salary range for item 6.b. Christi Winslow explained that in order to be completive in filling this position, it was determined in years past that the starting salary would begin at range 61, step 3. Kristen Clark added that the positons of Occupational Therapist and Autism Specialist appear on the posted Classified Salary Schedule starting at range 61, step 3.

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.	Student Supervision Assistant	17-21
b.	Student Supervision Assistant	18-21
c.	Student Supervision Assistant	19-21
d.	Maintenance Carpenter – REVISED	04-21

e.	Instructional Assistant – Special Education	20-21
f.	Nutrition Services Assistant I	21-21
g.	Instructional Assistant – Behavior Intervention	22-21

There was a motion to approve by Mr. Aley, with question from Ms. Meyer regarding items 7.a, b and c having the same title. Ms. Clark explained that the recruitment for Student Supervision Assistant is an open and continuous posting and each time new applicants are certified a new eligible list is created.

Ms. Meyer also inquired why item 7.d was revised. Ms. Clark explained that an error had been detected in the original eligible list where a permanent employee had not been identified and given the required promotional options. The necessary correction was made and the list was recertified giving the applicant an opportunity to qualify to be interviewed.

Motion made by: Tristan L. Aley
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. PERSONNEL DIRECTOR:

Ms. Clark highlighted the following items:

- Orange County's move to "Purple" on the California COVID Color-Code Chart and its impact on NMUSD schools. NMUSD schools that were already opened for onsite learning prior to the move back to purple may remain open under current state guidelines. The only school that was not open, and therefore remains closed to in-person leaning, is Early College High School.
- Kristen is the contract tracer for all classified and unclassified positions regarding COVID exposure as part of the District's efforts to support and keep NMUSD employees safe. Megan Brown, Administrative Director I, Certified Personnel handles contact tracing for certificated employees.
- The District has created a COVID dashboard, that can be found on the NMUSD website, which list all schools and other departments showing the number of active COVID cases in NMUSD within the last 14 days.
- Pam Saunders, President, CSEA Chapter #18, shared that the District and California School Employees Association, (CSEA) Chapter #18 had reached a tentative agreement on the Reopening of Schools MOU covering a multitude of issues including, but not limited to, wellness screenings, reporting unsafe conditions, COVID-19 reporting and leaves, extra work hours, etc.
- Local CSEA Chapter #18 held their elections and the entire executive board is returning in their same capacity.

9. NEXT MEETING DATE: Thursday, December 17, 2020 at 4:00 p.m.

10. ADJOURNMENT: 4:46 p.m.