

# **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

October 22, 2020 – 4:00 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 October 22, 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 September 17, 2020, as submitted.

Motion made by: Kenneth Wayman

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. College Guidance Specialist                   | 17-21 |
| b. Athletic Equipment Attendant (Male)           | 18-21 |
| c. Custodian (part-time)                         | 19-21 |
| d. Instructional Assistant-Special Education     | 20-21 |
| e. Instructional Assistant-Behavior Intervention | 21-21 |
| f. Vehicle Mechanic                              | 22-21 |
| g. Student Supervision Assistant                 | 23-21 |

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. Payroll Technician                              | 03-21 |
| b. Maintenance Carpenter                           | 04-21 |
| c. Student Supervision Assistant                   | 05-21 |
| d. Instructional Assistant – Special Education     | 06-21 |
| e. Instructional Assistant – Behavior Intervention | 07-21 |
| f. Custodian                                       | 08-21 |
| g. Campus Safety Facilitator                       | 09-21 |
| h. Student Supervision Assistant                   | 10-21 |
| i. Library Media Technician I                      | 11-21 |

|    |                                                 |       |
|----|-------------------------------------------------|-------|
| j. | Instructional Assistant – Behavior Intervention | 12-21 |
| k. | Computer Software Analyst II                    | 13-21 |
| l. | Instructional Assistant – Special Education     | 14-21 |
| m. | School Administrative Assistant – Intermediate  | 15-21 |
| n. | Administrative Assistant II                     | 16-21 |

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:

- Communication between new principals regarding the levels and steps that go into the recruitment process for classified employees.
- Given current restrictions due to COVID guidelines, Christi Winslow and Becky Schmieg did an amazing job of reinventing the process for the custodial recruitment including testing, setting up review panels, distribution of eligibility lists, etc. There are different challenges that arise with each recruitment, and the staff is ready to make any necessary adjustments.
- Thanked Personnel Commission staff for working so diligently to keep up with the additional tasks that go with the hiring process.
- Commended Brenda Garcia for processing the increased load of classified leave request.
- Shared that the Newport-Mesa Unified School District and California School Employees Association, Chapter #18 had reached a tentative agreement for 2020-2021 that was approved by the Board of Education at its October 6, 2020 meeting.
- The Board of Education will be voting on CSEA Chapter 18's Personnel Commission representative at its October 27, 2020 meeting. CSEA Chapter 18 recommended that Susan Meyer be reappointed for another 3-year term. Susan thanked the CSEA President for her reappointment.
- The Board of Education will also be voting on the Superintendent's proposed reopening of secondary grades 7-12. The recommendation provides that Back Bay/Monte Vista would open on November 3, 2020 and all other secondary grades returning on November 9, 2020, with the exception of Early College, which will remain on remote learning until they can match their hybrid to align with the Coastline Community College classes.

**9. NEXT MEETING DATE: Thursday, November 19, 2020 at 4:00 p.m.**

**10. ADJOURNMENT: 4:18 p.m.**