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

September 17, 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
Becky Schmieg, Associate Human Resources Analyst
Stephanie Beck, Human Resources Technician

Visitors present:

Pam Saunders, CSEA Chapter 18 President
Eleanor Rebard, CSEA Chapter 18
Brenda Garcia, CSEA Chapter 18
Danelle Bautista, Interim Director Classified Personnel, La Habra City School District

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for September 17, 2020 with necessary corrections.

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

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 August 20, 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.	School/Community Facilitator	11-21
b.	School Administrative Assistant-High School Alternative Campus	12-21
c.	School Registrar II-High School	13-21
d.	Office Assistant Bilingual	14-21
e.	Bus Driver Trainee	15-21
f.	Bus Driver	16-21

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

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

7. CERTIFICATION OF NEW ELIGIBILITY LISTS:

a. HVAC/R Technician 02-21

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

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. APPROVAL OF CLASSIFICATION MODIFICATION: SUPERVISOR, HIGH SCHOOL PLANT

Based on the needs of the department, it was recommended that the modifications of the job description for the classification of Supervisor, High School Plant be approved. These modifications have no additional pay allocation.

Motion made by: Kenneth Wayman
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. APPROVAL OF CLASSIFICATION MODIFICATION: SUPERVISOR, NIGHT CUSTODIAL OPERATIONS

Based on the needs of the department, it was recommended that the modifications of the job description for the classification of Supervisor, Night Custodial Operations be approved. These modifications have no additional pay allocation.

Motion made by: Tristan Aley
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

10. PERSONNEL DIRECTOR:

Ms. Clark highlighted the following items:

- Last week the board the Board voted to reopen schools and transition to modified in person instruction (level 2) and briefly explained what that would encompass and some of the challenges associated with the transition. She also shared that the district had created a virtual TK-12th grade Cloud Campus and Ensign Principal Michael Sciacca had been selected as the Principal for this new virtual school.
- In response to a question from Susan Meyer, explained that all returning Bus Driver will maintain the same status they held at the end of the previous school year, whether they have a route or not.
- The district's reopening plan resulted in a need for increased custodial staff. The district has approved adding two additional Custodial Operation Supervisor positions as well as 15 full-time and 29 part-time custodians. These positions are necessary to maintain safe, clean and sanitary conditions as students enter and exit the school sites. Unaware of the upcoming need, but being proactive, the Commission staff posted the custodial position at the end of July and have already started the screening process. An additional posting specifically for the part-time custodial positions is currently being prepared and should be posted next week. She worked with the Director, Maintenance and Operations to create interim solutions until the additional custodians can be hired. In response to a question from Tristan Aley, explained the possible shifts for the additional custodians.
- The Board also added four additional School/Community Facilitators, one specifically for the Cloud Campus, as well as other Cloud Campus positions including a full-time School

Administrative Assistant-High School Alternative Campus, a full-time School Registrar II-High School and a full-time Office Assistant-Bilingual. All of these positions have been posted and one had over 450 applications.

- The elimination of fourteen Instructional Assistants funded through PTAs or Foundation based on lack of funds. Through brainstorming with Administrative Director II, Special Projects Vanessa Galey was able to find a way to shift funding to support Title I school sites which will result in no layoffs for impacted employees.
- Kristen is the initial contact person for classified employees who feel they may be COVID positive or been exposed to someone who is and she works closely with Director of Health Services Merry Grasska to support employees.
- Brenda Garcia is working closely with employees to address their questions about eligibility for the new COVID related Emergency Paid Sick and Expanded Family Medical leaves and assist them with completing necessary leave paperwork.
- In response to question from Susan Meyer explained when COVID testing is needed, they are directed to contact their primary care physician or access testing provided by Orange County.

11. NEXT MEETING DATE: Thursday, October 22, 2020 at 4:00 p.m.

12. ADJOURNMENT: 4:47 p.m.