

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission
2985-A Bear Street, Thomas W. Henderson Testing Room, Costa Mesa, CA 92626

May 21, 2020 – 4:00 p.m.

AGENDA

By Governor Newsom's Executive Order N-29-20, issued on March 17, 2020, the Personnel Commission meeting will be conducted via teleconference. The public may watch the Personnel Commission meeting by joining the following Zoom Webinar:

Join meeting via the following link: <https://nmsud.zoom.us/j/91409795002>

ELECTRONIC PUBLIC COMMENT OPPORTUNITY. Public Comment may be submitted prior to the meeting via electronic submissions no later than Thursday, May 21, 2020 by 1:00 p.m. via the following link:

https://docs.google.com/forms/d/e/1FAIpQLSeFZogb_MTqS0XImvU44GR7M6QyF7AlzpB-wJa0iRBQOm5ngQ/viewform?usp=sf_link

Comment opportunities are offered to members of the public at regular meetings to make comments electronically on issues within the legal purview of the Personnel Commission. The public may also comment on items not listed on the agenda, but within the subject matter jurisdiction of the Personnel Commission.

1. OPENING CEREMONIES:

The meeting will open with a silent invocation followed by the Pledge of Allegiance to the flag.

2. ROLL CALL:

Susan G. Meyer, Chairperson	_____
Kenneth Wayman, Vice-Chair	_____
Tristan L. Aley, Commissioner	_____
Kristen M. Clark, Secretary to Personnel Commission	_____

3. ADOPTION OF AGENDA:

Recommendation is made that the agenda for May 21, 2020 be adopted as submitted.

Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

4. APPROVAL OF MINUTES:

Recommendation is made that the minutes of the regular meeting of February 20, 2020 be adopted as submitted.

Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION VIA TELECONFERENCE:

This is an opportunity for employees and the public to address the Commission. A representative of the Commission will read each public comment aloud during the public meeting and, by Commission policy and in compliance with the Ralph M. Brown Act, is not permitted to respond to items not on the agenda. If appropriate, the personnel director or a member of the director's staff may follow up with the concerns expressed, or schedule the item for a future meeting of the Personnel Commission for discussion and/or action.

When drafting public comments to the Commission, please include your name and address for the record.

6. PUBLIC HEARING-PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2020-2021:

The Personnel Commission will hold a public hearing on its budget for Fiscal Year 2020-2021 pursuant to California Education Code 45253.

Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

7. RATIFICATION OF VACANCY ANNOUNCEMENTS:

Recommendation is made that the following vacancy announcement(s) be ratified.

- | | |
|---|-------|
| a. Library Media Technician I | 52-20 |
| b. Instructional Assistant | 53-20 |
| c. School Administrative Assistant–Intermediate | 54-20 |
| d. Maintenance Carpenter | 55-20 |

Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

8. CERTIFICATION OF NEW ELIGIBILITY LISTS:

Recommendation is made that the following eligibility list(s) be certified.

- | | |
|--|-------|
| a. Associate Human Resources Analyst | 71-20 |
| b. Instructional Assistant–Behavior Intervention | 72-20 |
| c. Assessment and Accountability Specialist | 73-20 |
| d. Custodian (Substitutes) | 74-20 |
| e. Bus Driver | 75-20 |
| f. Student Supervision Assistant | 76-20 |
| g. Executive Assistant–Confidential | 77-20 |
| h. Instructional Assistant–Technology II | 78-20 |
| i. Director Risk Management | 79-20 |
| j. Secondary Office Support Specialist | 80-20 |
| k. Health Assistant | 81-20 |

Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

9. APPROVAL OF CLASSIFICATION MODIFICATION–SUPERVISOR TRANSPORTATION OPERATIONS:

Based on the needs of the department, it has been recommended that modifications of the classification Supervisor Transportation Operations be approved. These modifications have no additional pay allocation.

Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

10. APPROVAL OF CLASSIFICATION MODIFICATION–DIRECTOR NUTRITION SERVICES:

Based on the needs of the department, it has been recommended that modifications of the classification Director Nutrition Services be approved. These modifications have no additional pay allocation.

Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

11. ADOPT PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2020-2021:

It is recommended that the members of the Personnel Commission adopt the Personnel Commission Budget for the 2020–2021 Fiscal Year as proposed.

Motion by _____, Seconded by _____ Vote _____DISCUSSION/ACTION

12. PERSONNEL DIRECTOR:

Informal reports; discussion only.

13. NEXT MEETING DATE: _____ TIME: _____

14. ADJOURNMENT: _____ p.m.

All documents referred to in this agenda, not exempt from public disclosure under the California Records Act, are available for public inspection at the Personnel Commission Office located at 2985-A Bear Street, Costa Mesa, CA 92626, online at www.nmusd.us, and at the public meeting of the Personnel Commission.

Any individual with a disability, who requires reasonable accommodation to participate in a Commission meeting, may request assistance by contacting the Personnel Commission Office at 2985-A Bear Street, Costa Mesa, CA 92626. Phone Number: 714-424-5047, Fax Number: 714-424-7572. Notification not later than noon on the day preceding the Commission meeting will enable the Commission to make reasonable arrangements to assure accessibility to this meeting.