

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission
Board Room
2985 Bear Street, Building A, Costa Mesa, CA 92626

August 18, 2022 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES:

The regular meeting of the Personnel Commission was moved from the Sanborn Assembly Room to the Board Room and Tristan Aley, 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:

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

Staff present:

Christi Winslow, Human Resources Analyst
V-Esther Caldwell, Administrative Assistant–Confidential
Brandon Provencal, Associate Human Resources Analyst
Theresa Nguyen-Lorenzo, Associate Human Resources Analyst
Elizabeth Peterson, Human Resources Technician

Visitors present:

Charlene Metoyer, NMUSD 2022 Board Vice-President
Eleanor Rebard, CSEA Chapter 18
Valeria Martinez-Soria, Human Resources Technician

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for August 18, 2022.

Motion made by: Kenneth Wayman
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 July 28, 2022, with corrections.

Motion made by: Susan Meyer
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. Nutrition Services Assistant II | 14-23 |
| b. Preschool Teacher | 15-23 |
| c. Campus Safety Facilitator | 16-23 |
| d. School Attendance Assistant | 17-23 |
| e. Library Media Technician II | 18-23 |
| f. Office Assistant III | 19-23 |

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Eleanor Rebard inquired way Preschool Teacher was classified rather than a certificated position. Kristen Clark explained that it's licensing does not require a credential.

Under item 6.a (page Ref.6.a.5.), Ms. Meyer inquired whether the order of supplemental questions 5 and 6 should be reversed. Ms. Clark agreed to have the suggestion implemented.

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. Transportation Dispatcher/Scheduler | 8-23 |
| b. Instructional Assistant-Bilingual | 9-23 |
| c. Nutrition Services Assistant III | 10-23 |
| d. Instructional Assistant-Special Education | 11-23 |
| e. Instructional Assistant | 12-23 |
| f. Bus Driver | 13-23 |

g.	Instructional Assistant-Behavior Intervention	14-23
h.	Nutrition Services Assistant I	15-23
i.	School Attendance Technician	16-23
j.	Systems Engineer	17-23
k.	Autism Specialist	18-23
l.	Student Supervision Assistant	19-23
m.	Instructional Assistant-Early Learning Cover	20-23
n.	Instructional Assistant-Special Education	21-23
o.	Instructional Assistant	22-23
p.	Instructional Assistant-Behavior Intervention	23-23
q.	Instructional Assistant-Early Learning	24-23
r.	Preschool Site Facilitator	25-23
s.	Instructional Assistant-Extended Day Program	26-23

Motion made by: Kenneth Wayman
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. PERSONNEL DIRECTOR:

Ms. Clark highlighted the following items:

- Since July 1, 2022, the Commission staff has filled 111 classified and unclassified positions. She acknowledged Beth Peterson, Valeria Martinez and other staff for their efforts in hiring staff for the start of the new school year. There are an additional 45 positions that have been offered and are in the process of being cleared and hired.
- Twenty-six eligibility lists have been certified as of today. The volume of work produced by this office is incredible.
- The District has added several classified positions to support the increase in Early Learning Programs in the areas of Preschool, Transitional Kindergarten and Kindergarten.
- The District has permanently increased the hours for all Health Assistants to seven (7).

Ms. Meyer inquired about the new Pre-Kindergarten position and Ms. Clark explained that these were new Early Childhood positions, which encompassed the regular Preschool (10 or 12 months), the Expanded Learning Opportunities for Preschool and the Transitional Kindergarten mentioned above.

9. NEXT MEETING DATE: Thursday, September 29, 2022 at 4:00 p.m., Sanborn Assembly Room.

10. ADJOURNMENT: 4:19 p.m.