

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

August 20, 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:

Russell Lee-Sung, NMUSD Superintendent
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 August 20, 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 July 18, 2020, as submitted.

Motion made by: Tristan L. 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. Administrative Assistant II	1-21
b. Campus Safety Facilitator	2-21
c. Nutrition Services Assistant I	3-21
d. Computer Software Analyst II	4-21
e. Information Technology Technician	5-21
f. Lead Technology Support Technician	6-21
g. School Office Assistant	7-21
h. Custodian	8-21
i. Instructional Assistant	9-21
j. Student Supervision Assistant	10-21

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. District Translator	01-21
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Motion made by: Kenneth Wayman

Seconded by: Tristan L. Aley

8. APPROVAL OF NEW JOB CLASSIFICATION OF EXECUTIVE ASSISTANT, SUPERINTENDENT

It was recommended that the members of the Personnel Commission approve the proposed new job classification of Executive Assistant, Superintendent and that the salary for this class be placed on the Confidential Salary Schedule at Range 26.

Kristen Clark shared the rationale behind the establishment of the new job classification and the salary analysis used in determining the salary range recommendation.

Russell Lee-Sung thank the Commissioners for all their dedicated efforts during these difficult times.

Mr. Les-Sung concurred with the establishment of the new job classification of Executive Assistant, Superintendent, and based on the job description and duties, felt it was appropriate.

Commissioner Meyer asked Ms. Clark if in her research, had she compared NMUSD with other districts of its size and did she find that the clerical staff configuration was typical of this recommendation. Ms. Clark assured the Commission that her research included other districts and that she found this classification to be standard.

Motion made by: Kenneth Wayman
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. PERSONNEL DIRECTOR:

Ms. Clark highlighted the following items:

- The Commission office has been very busy and she was excited to have an eligibility list on the agenda this month.
- The addition of the District's new TK – 12 Cloud Campus, in addition to the virtual distance learning currently in place. After a brief explanation of the Cloud Campus concept and plan, she emphasized the impact on the work load regarding the additional hiring for both certificated and classified staff for the new campus, in addition to the challenges of reopening of schools.
- Staff have been busy trying to support classified staff who understandably have questions and concerns surrounding returning.
- There has been an abundance of resignations and retirements, which in turn means there are a lot more job openings.
- Shoshana Yudin Nakano, the new Director of Personnel has started and will work with both classified and certificated.
- She is serving as COVID-19 support person for classified staff who feel they have COVID symptoms, believe they have been exposed or have underlining conditions. She and Director Health Services Merry Grasska work together to support employees.
- Christi and Becky have been working closely together on recruitments and creation of new online tests.
- Re-established weekly meetings with Pam Saunders, CSEA Chapter 18 President.

Susan Meyer thanked Ms. Clark and staff for their dedication, implementation of the new software and their special attention to the concerns of the NMUSD employees.

10. NEXT MEETING DATE: Thursday, September 17, 2020 at 4:00 p.m.

11. ADJOURNMENT: 4:24 p.m.