

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

February 18, 2021 – 4:00 p.m.

MINUTES

1. ZOOM WEBINAR – OPENING CEREMONIES:

Kenneth Wayman, 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:

Kenneth Wayman, Chairperson
Tristan L. Aley, Vice-Chair
Susan G. Meyer, 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:

Eleanor Rebard, CSEA Chapter 18
Brenda Garcia, CSEA Chapter 18

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for February 18, 2021.

Motion made by: Susan Meyer

Seconded by: Tristan 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 January 21 2021, as submitted.

Motion made by: Tristan Aley
Seconded by: Susan Meyer

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. Student Records Technician | 37-21 |
| b. Custodian (Part Time) | 38-21 |

Motion made by: Tristan Aley
Seconded by: Susan Meyer

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) be certified:

- | | |
|--|-------|
| a. Information Technology Technician | 40-21 |
| b. Student Supervision Assistant | 41-21 |
| c. Instructional Assistant-Special Education | 42-21 |
| d. Instructional Assistant-Behavior Intervention | 43-21 |

Motion made by: Tristan Aley
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. APPROVAL OF CLASSIFICATION MODIFICATION: SUPERVISOR, BENEFITS

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

Commissioner Meyer requested clarification as to whether these modifications were based on duties being performed by the current Supervisor, Benefits. Kristen Clark verified that these are responsibilities that the incumbent currently performs. Ms. Clark noted that many of the modifications were needed in order to accurately describe the duties performed, which is essential in the recruiting process.

Commissioner Meyer also asked whether the salary range for this position was comparable with other school districts. Ms. Clark shared the research she conducted showed that, where there were similar positions, NMUSD was on the higher end of the salary range. Ms. Clark also noted that the salary for this position was increased significantly after the last compensation study.

Motion made by: Tristan Aley

Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. PERSONNEL DIRECTOR:

Ms. Clark highlighted the following items:

- The District held another voluntary surveillance testing for COVID-19 at Sonora and Harper. There were 180 appointments available and 106 employees took advantage of this service. She had not been made aware of any positive results from this round of testing. She also noted that the numbers of employees contacting the District COVID-19 reporting/intake system has declined, as the numbers are declining overall in Orange County.
- Employees continue to submit requests to access paid leave through the Federal CARES Act.
- Classified recruitments are picking up and Commission staff are busy managing the various testing components. Ms. Clark noted that NMUSD is one of the few districts in Orange County that continued to recruit at such a high rate during the pandemic.
- Announced that on Tuesday, February 23, 2021, the Board would be holding a study session to discuss learning loss and strategies to address the concern.

10. NEXT MEETING DATE: Thursday, March 18, 2021 at 4:00 p.m.

11. ADJOURNMENT: 4:20 p.m.