

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

December 17, 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://nmusd.zoom.us/j/92487070028>

ELECTRONIC PUBLIC COMMENT OPPORTUNITY. Public Comment may be submitted prior to the meeting via electronic submissions no later than Thursday, December 17, 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 December 17, 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 November 19, 2020 be adopted as submitted.

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

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION:

This is an opportunity for employees and the public to address the Commission. The Commission hears the comments 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 addressing the Commission, please state your name and address for the record.

6. PUBLIC NOTICE: REORGANIZATION

OATH OF OFFICE

At this time, prior to the reorganization process, the President of the NMUSD Board of Education will administer the Oath of Office to Ms. Susan G. Meyer, Personnel Commissioner. Ms. Meyer was presented to the Board of Education as the CSEA appointee to the Personnel Commission at its November 17, 2020 Board Meeting. The appointment took effect at noon on December 1, 2020.

ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON, PERSONNEL COMMISSION FOR CALENDAR YEAR 2020; PERSONNEL COMMISSION RULE 2.1.2, OFFICERS

It is recommended that the members of the Personnel Commission elect the chairperson and vice-chairperson for the calendar year 2021.

_____, elected Chairperson

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

_____, elected Chairperson

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

7. RATIFICATION OF VACANCY ANNOUNCEMENTS:

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

- | | |
|---|-------|
| a. Administrative Assistant I | 30-21 |
| b. School Administrative Assistant-High School Comprehensive Campus | 31-21 |
| c. Supervisor, High School Plant | 32-21 |
| d. School Administrative Assistant – Elementary | 33-21 |

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. School Office Assistant | 23-21 |
| b. Student Supervision Assistant | 24-21 |
| c. Occupational Therapist | 25-21 |
| d. Lead Warehouse Worker/Delivery Driver | 26-21 |
| e. School Administrative Assistant-High School Alternative | 27-21 |
| f. Instructional Assistant – Behavior Intervention | 28-21 |

- | | | |
|----|---|-------|
| g. | Instructional Assistant – Special Education | 29-21 |
| j. | Student Supervision Assistant | 30-21 |
| i. | Lead Technology Support Technician | 31-21 |
| j. | School Registrar II – High School | 32-21 |

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

9. EXTENSION OF ELIGIBLE LISTS

Recommendation is made that the following eligible lists be extended

- | | | |
|----|--|-------|
| a. | Secondary Office Support Specialist – Extended thru March 11, 2021 | 80-20 |
|----|--|-------|

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

10. PERSONNEL DIRECTOR:

Informal reports; discussion only.

11. NEXT MEETING DATE: _____ TIME: _____

12. 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.