

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

February 20, 2020 – 4:00 p.m.

MINUTES

1. 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
Stephanie Beck, Human Resources Technician

Visitors present:

Eleanor Rebard, CSEA Chapter 18
Becky Schmieg, Human Resources Technician

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for February 20, 2020.

Motion made by: Tristan L. Aley
Seconded by: Kenneth Wayman

Votes:

| | |
|-----------------|-----|
| Tristan L. Aley | Yes |
| Susan G. Meyer | Yes |
| Kenneth Wayman | Yes |

4. APPROVAL OF MINUTES:

It was recommended that the Commission adopt the minutes of the regular meeting of January 16, 2020, as submitted.

Motion made by: Kenneth Wayman
Seconded by: Tristan L. Aley

Votes:

| | |
|-----------------|-----|
| Tristan L. Aley | Yes |
| Susan G. Meyer | Yes |
| Kenneth Wayman | Yes |

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION:

No presentations were made.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS:

It was recommended that the following vacancy announcement(s) be ratified:

- | | |
|------------------------|-------|
| a. Custodian | 47-20 |
| b. HVAC/R Technician | 48-20 |
| c. Bus Driver | 49-20 |
| d. Bus Driver Trainee | 50-20 |
| e. District Translator | 51-20 |

Motion made by: Tristan L. Aley
Seconded by: Kenneth Wayman

Votes:

| | |
|-----------------|-----|
| Tristan L. Aley | Yes |
| Susan G. 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. Student Supervision Assistant | 60-20 |
| b. Student Supervision Assistant | 61-20 |
| c. Instructional Assistant – Behavior Intervention | 62-20 |
| d. Computer Software Analyst II | 63-20 |
| e. Instructional Assistant – Bilingual | 64-20 |
| f. School / Community Facilitator | 65-20 |
| g. Preschool Site Facilitator | 66-20 |
| h. Instructional Assistant – Special Education | 67-20 |
| i. Instructional Assistant – Extended Day Program | 68-20 |
| j. Instructional Assistant | 69-20 |
| k. Student Supervision Assistant | 70-20 |

Motion made by: Kenneth Wayman
Seconded by: Tristan L. Aley

Votes:

| | |
|-----------------|-----|
| Tristan L. Aley | Yes |
| Susan G. Meyer | Yes |
| Kenneth Wayman | Yes |

8. PERSONNEL DIRECTOR:

Ms. Kristen Clark highlighted the following items:

- The updated CSEA collective bargaining agreement has been sent to the printers.
- At the February 11, 2020 Board meeting, the district and CSEA's reopeners for the 2020-2021 negotiations were presented.
- CSEA has submitted a demand to bargain related to the recently ratified NMFT agreement. CSEA and the district will also discuss any impact to represented classified employees related to the collegiate calendar change.
- Handed out the color version of the Annual Report and emphasized the increased number of eligibility lists so far this school year.
- Supporting Assistant Superintendent, Chief Human Resources Officer Leona Olson with reviewing employee work calendars for the 2020-2021 school year.
- Attendance has been strong at all of the online computer training classes that V-Esther Caldwell has held.
- The District is working with SchoolsFirst Federal Credit Union to present Customer Service Training for administrators and staff who have primary contact with external and internal customer.

9. NEXT MEETING DATE: Thursday, March 19, 2020 at 4:00 p.m.

10. ADJOURNMENT: 4:19 p.m.