

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 17, 2022 – 4:20 p.m.

MINUTES

1. ZOOM WEBINAR – OPENING CEREMONIES:

Susan Meyer, Vice-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, Vice-Chair
Kenneth Wayman, Commissioner (via telephone)
Kristen M. Clark, Secretary to the Personnel Commission

Staff present:

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

Visitors present:

Lance Bidnick, Administrative Director II, Maintenance and Operations
Pam Saunders, CSEA Chapter 18 President
Brenda Garcia, CSEA Chapter 18
Eleanor Rebar, CSEA Chapter 18
Valeria Martinez-Soria, Human Resources Technician

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for February 17, 2022.

Motion made by: Kenneth Wayman
Seconded by: Susan Meyer

Votes:

Tristan L. Aley	Absent
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 20, 2022, as submitted.

Motion made by: Kenneth Wayman

Seconded by: Susan Meyer

Votes:

Tristan Aley	Absent
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. Lead Instructional Assistant-Extended Day Program	46-22
b. Job Transition Coach	47-22
c. Information Technology Technician	48-22
d. Secondary Office Support Specialist	49-22
e. Maintenance Technician	50-22
f. Credentials Specialist	51-22
g. Communications Specialist	52-22
h. Instructional Assistant-Bilingual	53-22

Motion made by: Kenneth Wayman

Seconded by: Susan Meyer

Votes:

Tristan Aley	Absent
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. School/Community Facilitator	58-22
b. Nutrition Services Assistant I	59-22
c. Lead Custodian	60-22
d. Head Custodian	61-22
e. Instructional Assistant-Preschool	62-22
f. Instructional Assistant-Extended Day Program	63-22
g. Instructional Assistant-Special Education	64-22
h. Job Transition Coach	65-22
i. Student Supervision Assistant	66-22
j. Instructional Assistant	67-22

k.	Instructional Assistant-Behavior Intervention	68-22
l.	ASB Accounting Assistant	69-22
m.	Instructional Assistant-Special Education	70-22
n.	Job Transition Specialist	71-22
o.	Instructional Assistant-Behavior Intervention	72-22
p.	Instructional Assistant	73-22
q.	Student Supervision Assistant	74-22
r.	Instructional Assistant-Extended Day Program	75-22

Motion made by: Kenneth Wayman

Seconded by: Susan Meyer

Votes:

Tristan Aley	Absent
Susan Meyer	Yes
Kenneth Wayman	Yes

8. APPROVED – CLASSIFICATION MODIFICATION: ASSISTANT DIRECTOR, MAINTENANCE AND OPERATIONS

It was recommended that the members of the Personnel Commission approve the modifications of the classification Assistant Director, Maintenance and Operations. These modifications have no additional pay allocation.

There was a motion to approve by Mr. Wayman, with clarification from Kristen Clark. Ms. Meyer presented a question regarding who was included in the review of the modifications recommended. Ms. Clark explained the process and noted the collaboration between her and Lance Bidnick, Administrative Director II, Maintenance and Operations. Ms. Meyer also inquired about the elimination of a paragraph regarding management of District use of facilities and communication with local park/city personnel. Mr. Bidnick explained the liaison between the District and the city community recreational departments fall under his area of responsibility, and summarized the need for these modifications.

Motion made by: Kenneth Wayman

Seconded by: Susan Meyer

Votes:

Tristan Aley	Absent
Susan Meyer	Yes
Kenneth Wayman	Yes

9. PERSONNEL DIRECTOR:

Ms. Clark highlighted the following items:

- COVID positive numbers have started to decline. The district announced on February 10, 2022, that effective February 16, 2022, employees will not be required to wear a face covering indoors if they are working at a non-school worksite, are fully vaccinated and have completed the district's vaccine verification process. Employees who are not fully vaccinated or who do not submit a completed attestation form must continue to wear face coverings while working indoors. On school campuses or other facilities with student programs, employees must continue to wear face coverings while working indoors. Employees can continue to wear their mask if they wish. Physical

distancing at non-school worksites is no longer required, except when an unvaccinated or unverified person is eating or drinking.

- Classified vacancies are at an all-time high. The number of recruitments is on an unprecedented rise as staff continue to work toward filling those vacancies. New positions are anticipated, some of which will be due in part to recent state changes for Pre-Kindergarten students.
- Submitted names for the California Classified Employees of the Year program.
- Gearing up for summer programs, including Special Education, Elementary and Secondary Education and the Warehouse.
- Expected increase in workload regarding a New Supplemental Paid Sick Leave, retroactive to January 1, 2022, that will need to be organized, reviewed and processed in the upcoming weeks.

10. NEXT MEETING DATE: Thursday, March 17, 2022 at 4:00 p.m.

11. ADJOURNMENT: 4:40 p.m.