

# NEWPORT-MESA UNIFIED SCHOOL DISTRICT

## Office of the Personnel Commission

Regular Meeting of the Personnel Commission

Via Zoom Webinar

2985-A Bear Street, Costa Mesa, CA 92626

May 20, 2021 – 4:03 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:

Russell Lee Sung, Superintendent, NMUSD  
Pam Saunders, President, CSEA Chapter 18  
Eleanor Rebard, CSEA Chapter 18  
Brenda Garcia, CSEA Chapter 18

#### 3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for May 20, 2021.

Motion made by: Tristan Aley

Seconded by: Susan Meyer

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 April 15, 2021, as submitted.

Motion made by: Susan Meyer

Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

**5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION:**

Superintendent Russell Lee Sung shared that he was retiring and wanted to personally thank the Personnel Commissioners for their work within the District. He will be available through August 3, 2021.

Kristen Clark thanked the Superintendent for his service, especially through the pandemic. Susan Meyer thank the Superintendent for his outstanding commitment to the employees of the District.

**6. PUBLIC HEARING – PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2021-2022**

Public hearing on the Personnel Commission for Fiscal Year 2021–2022 Pursuant to California Education Code 45253 was opened at 4:07 p.m. Having no comments, the hearing was then closed at 4:08 p.m.

**7. RATIFICATION OF VACANCY ANNOUNCEMENTS:**

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

a. Nutrition Services Assistant I	49-21
b. Office Assistant II	50-21
c. Library Media Technician I	51-21
d. Supervisor, Nutrition Services	52-21

Motion made by: Tristan Aley

Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

**8. CERTIFICATION OF NEW ELIGIBILITY LISTS:**

It was recommended that the following eligibility list(s), as submitted, be certified.

a. Student Supervision Assistant	62-21
b. Instructional Assistant-Behavior Intervention	63-21
c. Instructional Assistant-Extended Day Program	64-21

d. Nutrition Services Assistant I	65-21
e. Supervisor, High School Plant	66-21
f. Custodians (Substitutes Only)	67-21
g. Student Supervision Assistant	68-21
h. Office Assistant III	69-21
i. Student Supervision Assistant	70-21
j. Supervisor, Benefits	71-21
k. Supervisor, Transportation Operations	72-21
l. Supervisor, Custodial Operations	73-21
m. Instructional Assistant-Special Education	74-21

There was a motion to approve by Ms. Meyer, with questions from Ms. Meyer regarding the lack of promotional candidates in items 8e and 8j. Ms. Clark clarified that there were promotional candidates for these recruitments. Supervisory recruitments are posted as “dual” which results in a combined eligibility list according to examination scores and promotional candidates still receive seniority credit but are not listed before all open candidates.

Motion made by: Susan Meyer

Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

#### **9. ADOPT PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2020–2021:**

It was recommended that the Members of the Personnel Commission adopt the Personnel Commission Budget for the fiscal year 2021-2022 as presented.

Motion made by: Susan Meyer

Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

#### **10. PERSONNEL DIRECTOR:**

Ms. Clark highlighted the following items:

- Shared a communication that Russell Lee-Sung had sent to all staff regarding his retirement plans.
- Explained that due to the current COVID related restrictions the Commission staff were not able to hold the ACE Day event this school year but she is hopeful that next year these restrictions will have been lifted and they will be able to host the event again. The Board and the Superintendent approved the Resolution for Appreciating Classified Employees Week and V-Esther Caldwell ensured that the banner was put up outside on the Baker Street fence. She also shared a comment from a principal who stated that they could not have made it through this last year without their classified staff.
- Two new employee orientations had been held via Zoom.
- Commission staff are currently recruiting for summer programs and that as a result of expanded enrichment opportunities, they had posted for around 387 positions.

- Seven NMUSD high school seniors were recognized as part of the annual Superintendent's Character Trait Awards.
- On Tuesday, May 18, 2021, Orange County entered the minimal Yellow Tier for COVID, which is the lowest tier. The District has not had a reported case of COVID this month.
- She will be on vacation starting tomorrow, May 21, 2021 and returning May 27, 2021.

**11. NEXT MEETING DATE: Thursday, June 17, 2021 at 4:00 p.m.**

**12. ADJOURNMENT: 4:23 p.m.**