

# NEWPORT-MESA UNIFIED SCHOOL DISTRICT

## Office of the Personnel Commission

Regular Meeting of the Personnel Commission  
Board Room  
2985 Bear Street, Building A, Costa Mesa, CA 92626

May 19, 2022 – 4:00 p.m.

### MINUTES

#### 1. OPENING CEREMONIES:

Tristan Aley, 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:

Tristan L. Aley, Chairperson  
Susan G. Meyer, Vice-Chair  
Kenneth Wayman, Commissioner  
Kristen M. Clark, Secretary to the Personnel Commission

Staff present:

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

Visitors present:

Leona Olson, Assistant Superintendent, Chief Human Resources Officer  
Eleanor Rebard, CSEA Chapter 18  
Brenda Garcia, CSEA Chapter 18  
Valeria Martinez, Human Resources Technician

#### 3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for May 19, 2022.

Motion made by: Susan Meyer  
Seconded by: Kenneth Wayman

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 22, 2022.

Motion made by: Kenneth Wayman  
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. PUBLIC HEARING – PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2022-2023**

Public hearing on the Personnel Commission for Fiscal Year 2021–2022 Pursuant to California Education Code 45253 was opened at 4:05:00 p.m. After comments from Commissioner Susan Meyer and clarification from Kristen Clark, the hearing was closed at 4:06:30 p.m.

Motion made by: Susan Meyer  
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

**7. RATIFICATION OF VACANCY ANNOUNCEMENTS:**

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

a. Accounting Assistant III	66-22
b. Supervisor, Warehouse	67-22
c. School Attendance Technician	68-22
d. Contract Procurement Analyst	69-22
e. Office Assistant III	70-22
f. Bus Driver	71-22
g. School Administrative Assistant	72-22
h. Instructional Assistant-Special Education Cover	73-22
i. School Bus Cover Driver	74-22
j. Occupational Therapist	75-22

Motion made by: Susan Meyer  
Seconded by: Kenneth Wayman

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) be certified:

a.	Mechanics Assistant	108-22
b.	Student Supervision Assistant	109-22
c.	School/Community Facilitator	110-22
d.	Instructional Assistant-Bilingual	111-22
e.	Instructional Assistant-Special Education	112-22
f.	Coordinator III, Nutrition Services	113-22
g.	Job Transition Coach	114-22
h.	Lead Technology Support Technician	115-22
i.	Bus Driver	116-22
j.	Instructional Assistant-Preschool	117-22
k.	Instructional Assistant	118-22
l.	Instructional Assistant-Extended Day Program	119-22
m.	Instructional Assistant-Special Education	120-22
n.	Instructional Assistant-Behavior Intervention	121-22
o.	Maintenance Technician	122-22
p.	Information Technology Technician	123-22
q.	Maintenance Plumber	124-22
r.	Administrative Assistant II	125-22
s.	Instructional Assistant	126-22

Motion made by: Susan Meyer

Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

## 9. APPROVED – CLASSIFICATION MODIFICATION: INSTRUCTIONAL ASSISTANT-PRESCHOOL

It was recommended that the members of the Personnel Commission approve the modifications of the classification Instructional Assistant-Preschool. These modifications have no additional pay allocation. There was a motion to approve by Commissioner Wayman, and Ms. Clark provided clarification regarding the addition of terminology relating to early learning and pre-kindergarten.

Motion made by: Kenneth Wayman

Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

**10. APPROVED – CLASSIFICATION MODIFICATION: INSTRUCTIONAL ASSISTANT-PRESCHOOL COVER**

It was recommended that the members of the Personnel Commission approve the modifications of the classification Instructional Assistant-Preschool Cover. These modifications have no additional pay allocation. There was a motion to approve by Commissioner Meyer with an added question regarding the expectations based on the new anticipated transitional-kindergarten (TK) positions. Ms. Clark responded by clarifying that adding terminology related to early learning and pre-kindergarten helps to ensure that the current preschool instructional assistants are not excluded from opportunities made available with the addition of TK instructional assistant assignments.

Motion made by: Susan Meyer  
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

**11. APPROVED – CLASSIFICATION MODIFICATION: CHIEF FINANCIAL OFFICER**

It was recommended that the members of the Personnel Commission approve the modifications of the classification Chief Financial Officer. Any changes in salary allocation based on modifications will be negotiated. There was a motion to approve, with a question presented by Commissioner Meyer regarding the number of changes which seem to include additional duties and responsibilities leading to a concern regarding the salary. Ms. Clark explained the rationale behind the need for the enhancement of the essential duties, as well as the modifications to the knowledge, skills and abilities section. Assistant Superintendent, Chief Human Resources Officer Leona Olson also shared the reasoning on the executive level behind the modifications and salary allocation. Ms. Olson also noted that a large amount of the changes was meant to clarify the responsibilities in updated terminology.

Motion made by: Susan Meyer  
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

**12. ADOPT PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2022–2023:**

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: Kenneth Wayman  
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

**13. PERSONNEL DIRECTOR:**

Ms. Clark highlighted the following items:

- Emphasized the number of eligibility lists that have been created at this point in the 2021-2022 school year.
- Shared that the Human Resources Technicians have been very busy offering positions, promotions and onboarding new staff.
- Shared that the District has multiple Summer programs being offered this year, most beginning on July 5, 2022. There are great opportunities for current classified staff, including 8-hour/day instructional assistant positions as well as morning and afternoon shifts.

Commissioner Meyer inquired about the total number of Newport-Mesa classified employees and Ms. Clark stated she would follow-up on her request. Commissioner Meyer also suggested that it would be nice if the Commission's NMUSD Board liaison would be invited to the next meeting to provide an opportunity for the Commission to share information on all the work being performed by classified employees and Commission staff.

**14. NEXT MEETING DATE: Thursday, June 16, 2022 at 4:00 p.m.**

**15. ADJOURNMENT: 4:19 p.m.**