

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

May 20, 2021 – 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://nmsud.zoom.us/j/92487070028>

ELECTRONIC PUBLIC COMMENT OPPORTUNITY. Public Comment may be submitted prior to the meeting via electronic submissions no later than Thursday, May 20, 2021 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:

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

3. ADOPTION OF AGENDA:

Recommendation is made that the agenda for May 20, 2021 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 April 15, 2021 be adopted as submitted.

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

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION VIA TELECONFERENCE:

This is an opportunity for employees and the public to address the Commission. A representative of the Commission will read each public comment aloud during the public meeting 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 drafting public comments to the Commission, please include your name and address for the record.

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

The Personnel Commission will hold a public hearing on its budget for Fiscal Year 2021-2022, pursuant to California Education Code 45253.

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

7. RATIFICATION OF VACANCY ANNOUNCEMENTS:

Recommendation is made 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 by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

8. CERTIFICATION OF NEW ELIGIBILITY LISTS:

Recommendation is made that the following eligibility list(s) 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 |

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

9. ADOPT PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2021-2022:

It is recommended that the members of the Commission adopt the Personnel Commission Budget for the 2021-2022 Fiscal Year as proposed.

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.