

# 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

April 15, 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://nmusd.zoom.us/j/92487070028>

ELECTRONIC PUBLIC COMMENT OPPORTUNITY. Public Comment may be submitted prior to the meeting via electronic submissions no later than Thursday, April 15, 2021 by 1:00 p.m. via the following link:

[https://docs.google.com/forms/d/e/1FAIpQLSeFZogb\\_MTqS0XImvU44GR7M6QyF7AlzpB-wJa0iRBQOm5ngQ/viewform?usp=sf\\_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 April 15, 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 March 18, 2021 be adopted as submitted.

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_ Vote \_\_\_\_\_ DISCUSSION/ACTION

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

This is an opportunity for employees and the public to address the Commission. The Commission hears the comments 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 addressing the Commission, please state your name and address for the record.

## **6. RATIFICATION OF VACANCY ANNOUNCEMENTS:**

Recommendation is made that the following vacancy announcement(s) be ratified.

- |  |       |
|--|-------|
| a. Warehouse Worker/Delivery Driver                | 44-21 |
| b. School Attendance Technician                    | 45-21 |
| c. Secondary Office Support Specialist             | 46-21 |
| d. Instructional Assistant-Special Education Cover | 47-21 |
| e. School Administrative Assistant – Elementary    | 48-21 |

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_ Vote \_\_\_\_\_ DISCUSSION/ACTION

## **7. CERTIFICATION OF NEW ELIGIBILITY LISTS:**

Recommendation is made that the following eligibility list(s) be certified.

- |  |       |
|--|-------|
| a. Student Supervision Assistant                 | 51-21 |
| b. School/Community Facilitator                  | 52-21 |
| c. Nutrition Services Assistant II               | 53-21 |
| d. Administrative Assistant I                    | 54-21 |
| e. Instructional Assistant-Special Education     | 55-21 |
| f. Instructional Assistant-Behavior Intervention | 56-21 |
| g. Executive Assistant-Superintendent            | 57-21 |
| h. Student Supervision Assistant                 | 58-21 |
| i. College Guidance Specialist                   | 59-21 |
| j. Instructional Assistant-Extended Day Program  | 60-21 |
| k. Custodian (Part-Time)                         | 61-21 |

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_ Vote \_\_\_\_\_ DISCUSSION/ACTION

## **8. FIRST READING/SCHEDULE PUBLIC HEARING – PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2021–2022:**

The proposed budget is presented for a first reading.

It is recommended that the members of the Personnel Commission schedule the public hearing for the 2021–2022 Fiscal Year Budget at its next Commission meeting, May 2021 at 4:00 p.m.

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_ Vote \_\_\_\_\_ DISCUSSION/ACTION

## **9. PERSONNEL DIRECTOR:**

Informal reports; discussion only.

**10. NEXT MEETING DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**11. 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](http://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.