

# 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

November 18, 2021 – 4:01 p.m.

### MINUTES

#### 1. 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:

V-Esther Caldwell, Administrative Assistant–Confidential  
Theresa Nguyen, Associate Human Resources Analyst  
Brandon Provencal, Associate Human Resources Analyst  
Stephanie Beck, Human Resources Technician

Visitors present:

Eleanor Rebard, CSEA Chapter 18  
Brenda Garcia, CSEA Chapter 18

#### 3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for November 18, 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 October 21, 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:**

Eleanor Rebard inquired to the reason for the revision of item 7.a Facilities Analyst – Revised. Kristen Clark explained the only change was in the designation from “Dual Certification” to “Open”.

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

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

a. Instructional Assistant	21-22
b. Credentials Specialist	22-22
c. Administrative Assistant II	23-22
d. Maintenance Plumber	24-22

Motion made by: Tristan Aley

Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

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

It was recommended that the following eligibility list(s) be certified with corrections:

a. Facilities Analyst - REVISED	16-22
b. Mechanics Assistant	30-22
c. Instructional Assistant-Special Education	31-22
d. Library Media Technician II	32-22
e. Nutrition Services Assistant III	33-22
f. Theater Support Technician	34-22
g. Instructional Assistant-Bilingual	35-22
h. School Office Assistant	36-22
i. Instructional Assistant-Special Education	37-22
j. Student Supervision Assistant	38-22
k. Instructional Assistant-Extended Day Program	39-22
l. Executive Assistant-Confidential	40-22

There was a motion to approve with a question by Ms. Meyer regarding one of the raters for item 7f, Theater Support Technician. Ms. Meyer inquired if the Theater Support Technician needed to have knowledge of energy management. Ms. Clark explained that energy management was not a requirement, but that the Energy Manager was recommended because they supervised the correlating position.

Motion made by: Susan Meyer

Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

## **8. PERSONNEL DIRECTOR:**

Ms. Clark highlighted the following items:

- The November 1<sup>st</sup> Staff Development Day was different this year than in the past. She shared feedback received from attendees of the training provided to Instructional Assistant's (IA) as well as other training provided on that day. The IA training was so successful; plans are being made to offer another training during the next non-student day.
- With the need to look at different ways to recruit candidates, she is participating in a demo with Administrative Director I Certificate Personnel Megan Brown with various vendors that offer virtual career fairs. Also, Christi Winslow and Theresa Nguyen will be looking to connect with various colleges and universities in an effort to increase applicants for Special Education Instructional Assistant recruitments.
- Susan Meyer shared her appreciation for the training offered on November 1, 2021, especially for the Instructional Assistants to have an opportunity to train and share their experiences with their peers.
- Mentioned the presentation at the last Board Meeting related to Transitional Kindergarten (TK). Legislation that takes effect in January 2022, creates a new grade – TK – that will be available to all California 4-year olds by 2024-2025.
- Informed them of a parent protest that recently took place at the District office with regard to a possible state vaccine mandate for students, which has not been implemented. The parents left over 200 pairs of shoes representing the students they say would not be attending if the state mandate is executed.

## **9. PUBLIC HEARING – JOINT APPOINTEE TO THE PERSONNEL COMMISSION**

In accordance with 45246(f), the Personnel Commission provided the public, employees, and employee organizations the opportunity to express their views. There were no presentations to the Personnel Commission regarding the joint appointee to the Personnel Commission.

## **10. APPOINTMENT OF PERSONNEL COMMISSIONER MR. TRISTAN L. ALEY**

It was recommended that Board and Union Appointees consider action in accordance with California Education Code 45246(f) to reappoint Mr. Tristan L. Aley as Personnel Commissioner.

Motion made by: Susan Meyer

Seconded by: Tristan Aley

Votes:

Tristan Aley	Abstained
Susan Meyer	Yes
Kenneth Wayman	Yes

**11. NEXT MEETING DATE: Thursday, December 16, 2021 at 4:00 p.m.**

**12. ADJOURNMENT: 4:20 p.m.**