

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

December 16, 2021 – 4:02 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:

Christi Winslow, Human Resources Analyst
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:

Michelle Barto, President, NMUSD Board of Education
Dr. Wesley Smith, Superintendent, NMUSD
Leona Olson, Assistant Superintendent, Chief Human Resources Officer
Pam Saunders, CSEA Chapter 18 President
Brenda Garcia, CSEA Chapter 18
Eleanor Rebard, CSEA Chapter 18
Elizabeth Peterson, Human Resources Technician

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for December 16, 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 November 18, 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:

No public comment cards were submitted or presentations made.

6. PUBLIC NOTICE: REORGANIZATION

It was recommended that the Commission move the reorganization to later in the meeting.

Motion made by: Susan Meyer

Seconded by: Tristan Aley

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. Instructional Assistant-Bilingual | 25-22 |
| b. Instructional Assistant-Preschool | 26-22 |
| c. Campus Safety Facilitator | 27-22 |
| d. Head Custodian | 28-22 |
| e. Athletic Equipment Attendant – Male | 29-22 |
| f. Mechanics Assistant | 30-22 |
| g. ASB Accounting Assistant | 31-22 |
| h. Job Transition Specialist | 32-22 |
| i. Job Transition Coach | 33-22 |
| j. Health Assistant | 34-22 |
| k. Lead Warehouse Worker/Delivery Driver | 35-22 |
| l. Office Assistant III | 36-22 |
| m. Human Resources Technician | 37-22 |

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. Instructional Assistant-Extended Day Program | 41-22 |
| b. Instructional Assistant | 42-22 |
| c. Instructional Assistant-Behavior Intervention | 43-22 |
| d. Instructional Assistant-Special Education | 44-22 |
| e. Nutrition Services Assistant II | 45-22 |
| f. Instructional Assistant-Behavior Intervention | 46-22 |
| g. Instructional Assistant-Technology II | 47-22 |
| h. Student Supervision Assistant | 48-22 |
| i. Instructional Assistant | 49-22 |

Motion made by: Susan Meyer
 Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. APPROVED – CLASSIFICATION MODIFICATION: COMPUTER SOFTWARE ANALYST I

It was recommended that the members of the Personnel Commission approve the modifications of the classification Computer Software Analyst. These modifications have no additional pay allocation.

There was a motion to approve by Mr. Aley and seconded by Ms. Meyer who also presented a question regarding the changes to the position and if the incumbent in the position was currently performing the modified duties. Ms. Clark explained that there was no one currently in the position of Computer Software Analysts I and the Administrative Director II, Information Technology is hoping to fill this entry level position in an effort to train staff for the higher level Computer Software Analyst II position, which has been difficult. Ms. Meyer also wanted verification that with these modifications, the salary level would still be in line with current standards. Ms. Clark assured her that the pay range was within current industry standards.

Motion made by: Tristan Aley
 Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

10. APPROVED – CLASSIFICATION MODIFICATION: SUPERVISOR, ACCOUNTING

It was recommended that modifications of the classification Supervisor, Accounting be approved. These modifications have no additional pay allocation.

Motion made by: Susan Meyer

Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

11. APPROVED – CLASSIFICATION MODIFICATION: LEAD TECHNOLOGY SUPPORT TECHNICIAN

It was recommended that modifications of the classification Lead Technology Support Technician be approved. These modifications have no additional pay allocation.

Motion made by: Tristan Aley

Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

12. APPROVED – CLASSIFICATION MODIFICATION: INFORMATION TECHNOLOGY TECHNICIAN

It was recommended that modifications of the classification Information Technology Technician be approved. These modifications have no additional pay allocation.

Motion made by: Susan Meyer

Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

13. APPROVED – CLASSIFICATION MODIFICATION: SYSTEMS ENGINEER

It was recommended that modifications of the classification Systems Engineer be approved. These modifications have no additional pay allocation.

Motion made by: Tristan Aley

Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

14. APPROVED – CLASSIFICATION MODIFICATION: SENIOR SYSTEMS ENGINEER

It was recommended that modifications of the classification Senior Systems Engineer be approved. These modifications have no additional pay allocation.

Motion made by: Susan Meyer

Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

15. PERSONNEL DIRECTOR:

Ms. Clark highlighted the following items:

- Clarified that the majority of the requested classification modifications were mostly based on changes to the reporting supervisor titles.
- California Department of Health has issued a mask mandate effective December 15, 2021 for approximately one month until January 15, 2022. The District has issued communication announcing this update to insure employees are in compliance.
- Within the last 18 months, the District has added 174 additional classified positions. During this current school year, beginning July 1, 2021, the Commission office has hired 175 classified employees, (82 replacements and 93 new positions, which includes approximately 30-40 promotions). Additionally, we have hired 60 new walk-on coaches and 235 returning coaches. The District has recognized the increased workload and added additional Human Resources staff.
- Announced the retirement of Stephanie Beck, Human Resources Technician, Classified Personnel, and introduced Elizabeth Peterson as her replacement.

16. PUBLIC NOTICE: REORGANIZATION

Ms. Michelle Barto, President of the Newport-Mesa Unified School District Board of Education, administered the oath of office to Commissioner Tristan Aley. The Board and Union Appointees approved Mr. Aley as Joint Appointee to the Personnel Commission at its November 16, 2021 meeting. The appointment took effect at noon on December 1, 2021.

Personnel Commission Oath: “I, Tristan L. Aley, do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of my position as a Newport-Mesa USD Personnel Commissioner of which I am about to enter.”

**ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON, PERSONNEL COMMISSION
FOR CALENDAR YEAR 2020; PERSONNEL COMMISSION RULE 2.1.2, OFFICERS**

The members of the Personnel Commission elect the chairperson and vice-chairperson for the calendar year 2022.

Tristan Aley, elected Chairperson

Motion by Susan Meyer, Seconded by Kenneth Wayman

Votes:

Tristan Aley	Abstained
Susan Meyer	Yes
Kenneth Wayman	Yes

Susan Meyer, elected Vice-Chairperson

Motion by Tristan Aley, seconded by Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Abstained
Kenneth Wayman	Yes



Tristan Aley, Joint Appointee, Personnel Commission

Michelle Barto, President, NMUSD Board of Education

17. NEXT MEETING DATE: Thursday, January 21, 2021 at 4:00 p.m.

18. ADJOURNMENT: 4:19 p.m.