

# **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

December 17, 2020 – 4:07 p.m.

### **MINUTES**

#### **1. ZOOM WEBINAR – OPENING CEREMONIES:**

Susan G. Meyer, 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:

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

Staff present:

Christi Winslow, Human Resources Analyst  
V-Esther Caldwell, Administrative Assistant–Confidential  
Rebecca Schmieg, Associate Human Resources Analyst  
Stephanie Beck, Human Resources Technician

Visitors present:

Karen Yelsey, President, NMUSD Board of Education  
Pam Saunders, CSEA Chapter 18 President  
Brenda Garcia, CSEA Chapter 18

#### **3. ADOPTION OF AGENDA:**

It was recommended that the Commission adopt the agenda for December 17, 2020 as revised.

Motion made by: Kenneth Wayman  
Seconded by: Tristan Aley

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 19, 2020, as submitted.

Motion made by: Tristan Aley  
Seconded by: Kenneth Wayman

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**

Ms. Karen Yelsey, President of the Newport-Mesa Unified School District Board of Education, administered the oath of office to Commissioner Susan Meyer. Ms. Meyer was presented to the Board of Education as CSEA Chapter 18 appointee to the Personnel Commission at its November 17, 2020 Board Meeting. The appointment took effect at noon on December 1, 2020.

Personnel Commission Oath: "I, Susan G. Meyer, 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 2021.

Kenneth Wayman, elected Chairperson

Motion by Susan Meyer, Seconded by Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Abstained

Tristan Aley, elected Vice-Chairperson

Motion by Susan Meyer, seconded by Kenneth Wayman

Votes:

Tristan Aley	Abstained
Susan Meyer	Yes
Kenneth Wayman	Yes

**7. RATIFICATION OF VACANCY ANNOUNCEMENTS:**

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

- |   |       |
|---|-------|
| a. Administrative Assistant I                                       | 30-21 |
| b. School Administrative Assistant-High School Comprehensive Campus | 31-21 |
| c. Supervisor, High School Plant                                    | 32-21 |
| d. School Administrative Assistant – Elementary                     | 33-21 |

Motion made by: Kenneth Wayman  
Seconded by: Tristan Aley

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. School Office Assistant                                 | 23-21 |
| b. Student Supervision Assistant                           | 24-21 |
| c. Occupational Therapist                                  | 25-21 |
| d. Lead Warehouse Worker/Delivery Driver                   | 26-21 |
| e. School Administrative Assistant-High School Alternative | 27-21 |
| f. Instructional Assistant – Behavior Intervention         | 28-21 |
| g. Instructional Assistant – Special Education             | 29-21 |
| h. Student Supervision Assistant                           | 30-21 |
| i. Lead Technology Support Technician                      | 31-21 |
| j. School Registrar II – High School                       | 32-21 |

Motion made by: Kenneth Wayman  
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

**9. EXTENTION OF ELIGIBLE LISTS**

It was recommended that the following eligibility list, be extended:

- |   |       |
|---|-------|
| a. Secondary Office Support Specialist – Extended thru March 11, 2021 | 80-20 |
|---|-------|

Motion made by: Kenneth Wayman  
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

#### **10. PERSONNEL DIRECTOR:**

Ms. Clark highlighted the following items:

- Outlined changes to the NMUSD Board of Education, including the new officers; Karen Yelsey, President, Michelle Barto, Vice-President and Charlene Metoyer, Clerk. The Board also swore in three brand new Board Members/Trustees, Leah Ersoylu, Carol Crane and Krista Weigand. The new Board Members replaced, Martha Fluor, Dana Black and Vicki Snell.
- Informed the Commissioners of a Special Board Meeting currently being held to determine whether to temporarily shift to distance learning for all secondary schools (7-12), beginning January 4, 2021 through January 22, 2021.
- Former District Administrators were hired to assist with the newly implemented COVID intake reporting process that employees will utilize to report COVID situations, including contact tracing.
- Commission staff are very busy and asked Christi Winslow if she would like to talk about the ongoing recruitment process, which includes virtual exams, oral, written and performance. Christi discussed the oral exams that she and Rebecca Schmieg have recently been working on with the various departments and schools during the recruitment process. She also thanked Stephanie Beck for clearing all the newly hired staff in such a timely manner.
- Discussed the large workload involved in the processing of the newly developed medical leaves associated with the pandemic and thanked staff including, Brenda Garcia and V-Esther Caldwell, for their efforts to keep up with the large volume of requests.
- Mentioned the recently approved MOU between CSEA and NMUSD regarding reopening. Pam Saunders added her request for information regarding the number of classified staff that had submitted request for medical leaves associated with COVID. Pam also inquired about nominations for classified school employees of the year. Kristen shared that the District would not be participating this year due to COVID. Pam also announced CSEA's installation of their Executive Board Members in January and will be sending invitations out to District Management.

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

**12. ADJOURNMENT: 4:30 p.m.**