

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

January 19, 2023 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES:

Susan 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
Charlene J. Metoyer, 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
Brandon Provencal, Associate Human Resources Analyst
Elizabeth Peterson, Human Resources Technician

Visitors present:

Stu Tedford, CSEA Chapter 18 President
Amy Ching, CSEA Chapter 18 1st Vice President
Valeria Martinez-Soria, Human Resources Technician

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for January 19, 2023 as submitted.

Motion made by: Charlene Metoyer
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

4. APPROVAL OF MINUTES:

It was recommended that the Commission adopt the minutes of the regular meeting of December 15, 2022, as submitted.

Motion made by: Tristan Aley
Seconded by: Charlene Metoyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION:

No public comment cards were submitted or presentations made.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS:

It was recommended that the following vacancy announcement(s) be ratified as amended with item 6.c:

- | | |
|---|-------|
| a. Lead Job Transition Specialist | 52-23 |
| b. Health Assistant | 53-23 |
| c. Library Media Technician I - AMENDED | 54-23 |
| d. Contract Procurement Analyst | 55-23 |
| e. Administrative Assistant I | 56-23 |

Motion made by: Tristan Aley
Seconded by: Charlene Metoyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

7. CERTIFICATION OF NEW ELIGIBILITY LISTS:

It was recommended that the following eligibility list(s), as submitted, be certified

- | | |
|--|--------|
| a. Nutrition Services Assistant II | 103-23 |
| b. Instructional Assistant-Special Education (Cover) | 104-23 |
| c. School Attendance Assistant | 105-23 |
| d. Instructional Assistant-Special Education | 106-23 |
| e. Instructional Assistant | 107-23 |
| f. Student Supervision Assistant | 108-23 |
| g. Instructional Assistant-Behavior Intervention | 109-23 |
| h. Instructional Assistant-Early Learning | 110-23 |
| i. Nutrition Services Assistant I | 111-23 |
| j. Supervisor, Nutrition Services | 112-23 |
| k. Assistant Director Maintenance and Operations | 113-23 |
| l. Instructional Assistant-Extended Day Program | 114-23 |

m.	Bus Driver	115-23
n.	Student Supervision Assistant	116-23
o.	Instructional Assistant-Behavior Intervention	117-23
p.	Instructional Assistant-Special Education	118-23
q.	Instructional Assistant	119-23
r.	Nutrition Services Assistant II	120-23

Motion made by: Charlene Metoyer
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

8. EXTENTION OF ELIGIBLE LIST:

It was recommended that the following eligibility list be extended.

- | | | |
|----|--|--------|
| a. | School Bus Cover Driver – Extended to 06/12/23 | 141-22 |
|----|--|--------|

Motion made by: Tristan Aley
Seconded by: Charlene Metoyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

9. APPROVED – CLASSIFICATION MODIFICATION: ADMINISTRATIVE ASSISTANT I

It was recommended that modifications of the classification Administrative Assistant I be approved. These modifications have no additional pay allocation.

Motion made by: Charlene Metoyer
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

10. APPROVED – NEW JOB CLASSIFICATION OF NUTRITION SERVICES ASSISTANT I COVER

It was recommended that the members of the Personnel Commission approve the proposed new job classification of Nutrition Services Assistant I Cover and that the salary for this class be placed on the CSEA Bargaining Unit Salary Schedule at Range 21.

Motion made by: Charlene Metoyer
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

11. APPROVED – NEW JOB CLASSIFICATION OF NUTRITION SERVICES ASSISTANT II COVER

It was recommended that the members of the Personnel Commission approve the proposed new job classification of Nutrition Services Assistant II Cover and that the salary for this class be placed on the CSEA Bargaining Unit Salary Schedule at Range 24.

Motion made by: Tristan Aley
Seconded by: Charlene Metoyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

12. PERSONNEL DIRECTOR:

Ms. Clark highlighted the following items:

- Reminder for those attending the 2023 California School Personnel Commissioners Association Annual Conference that the conference begins on Sunday, January 22, 2023. Ms. Clark will be presenting at the conference on Monday, January 23, 2023, at 10:45 am. Additional staff will be attending the Staff Development Workshops to be held Monday afternoon, January 24, 2023.
- Members of the district Human Resources team participated in the 2023 Orange County Schools' Career Fair, which was held on Tuesday, January 10, 2023. Representing classified staff were, Ms. Clark, Christi Winslow and Theresa Nguyen; and Megan Brown was there representing certificated staff. Ms. Clark stated that whenever these types of opportunities come up, she plans to have NMUSD participate.
- The district submitted two names for the 2023 California Classified School Employee of the Year program to the Department of Education for consideration as the Orange County nominees. Davis Magnet School Head Custodian Marco Chirinos Rea Elementary School Health Assistant Patricia Van Sickler, Health Assistant at Rea Elementary School will be recognized at a district Board meeting in April or May.
- Shared that classified staff made 53 offers of employment in December and as of January 19, 2023, 27 offers have been made this month. Since the current Personnel Commission meeting agenda was posted, nine additional eligible lists have been created, with two pending. In comparison, currently, 129 eligible lists have been created and for the last school year, there were a total of 149 eligible list produced.
- In December, 22 Authorizations to Employee, (ATEs), were signed, which represented new employees, transfers, promotions, or some change in working conditions for classified positions. So far in January, 68 ATEs have been signed, which included 29 for Bus Drivers and 2 Bus Monitors due to a MOU to rebid all routes, which will result in increased hours/benefits; the remaining ATEs were for new positions, replacement positions, promotions, transfers, reinstatement and new employees.
- Ms. Clark informed the Commission that there were 11 types of Instructional Assistant (IA) positions including Student Supervision Assistants within the District of which there are 533 filled positions and 164 unfilled positions, noting that during 2021 and 2022, the district added 103 new positions. The Personnel Commission staff's ongoing efforts have filled 143 Instructional Assistant-Behavior Intervention, 135 Instructional Assistant-Special Education; 57 Instruction

Assistants and 107 Student Supervision Assistant. To summarize, the Personnel Commission Staff very are busy.

13. NEXT MEETING DATE: Thursday, February 16, 2023 at 4:00 p.m.

14. ADJOURNMENT: 4:30 p.m.