NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission
Sanborn Assembly Room
2985 Bear Street, Building A, Costa Mesa, CA 92626

May 11, 2023 – 4:02 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
Theresa Nguyen-Lorenzo, Associate Human Resources Analyst
Brandon Provencal, Associate Human Resources Analyst
Elizabeth Peterson, Human Resources Technician

Visitors present:

Eleanor Rebard, CSEA Chapter 18
Valeria Martinez, Human Resources Technician

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for May 11, 2023.

Motion made by: Tristan Aley
Seconded by: Charlene Metoyer

Votes:

Tristan L. 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 April 20, 2023.

Motion made by: Charlene Metoyer
Seconded by: Tristan Aley

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. PUBLIC HEARING – PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2023-2024

Public hearing on the Personnel Commission for Fiscal Year 2023–2024 Pursuant to California Education Code 45253 was opened at 4:04:00 p.m. After comments from Commissioner Susan Meyer and clarification from Kristen Clark, the hearing was closed at 4:05:00 p.m.

Motion made by: Charlene Metoyer
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

7. RATIFICATION OF VACANCY ANNOUNCEMENTS:

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

a.	Coordinator Facilities Planning	73-23
b.	Theater Support Technician	74-23
c.	School Community Facilitator	75-23
d.	District Translator	76-23
e.	Accounting Assistant III	77-23

Elizabeth Peterson asked if item 7.b, Theater Support Technician, was an additional position and Kristen Clark confirmed that it was.

Motion made by: Tristan Aley
Seconded by: Charlene Metoyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

8. CERTIFICATION OF NEW ELIGIBILITY LISTS:

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

a.	Instructional Assistant-Special Education	181-23
b.	Instructional Assistant	182-23
c.	Student Supervision Assistant	183-23
d.	Instructional Assistant-Early Learning	184-23
e.	Instructional Assistant-Behavior Intervention	185-23
f.	Payroll Technician	186-23
g.	Bus Driver	187-23
h.	Campus Safety Facilitator	188-23
i.	Instructional Assistant-Extended Day Program	189-23
j.	Administrative Assistant II	190-23
k.	Instructional Assistant	191-23
m.	Instructional Assistant-Early Learning	192-23

Motion made by: Charlene Metoyer
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

9. ADOPT PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2022–2023:

It was recommended that the Members of the Personnel Commission adopt the Personnel Commission Budget for the fiscal year 2023-2024 as presented.

Motion made by: Tristan Aley
Seconded by: Charlene Metoyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

10. PERSONNEL DIRECTOR:

Ms. Clark highlighted the following items:

- Her attendance at the Orange County Department of Education Career Fair with Megan Brown. There were about 450 job seekers, with 25 of those looking for classified positions. One individual did apply for an Instructional Assistant position and is slated to take the oral exam on May 17, 2023. Based on the consistent non-stop flow of interested individuals at their table, NMUSD district is a highly desirable place to work.
- The District's two Classified School Employees of the Year will be recognized at next week's Board Meeting. The meeting begins at 6:00 p.m. and seats will be reserved for the Commissioners.
- Appreciating Classified Employees Day (ACE Day) will be held on Thursday, May 25, 2023. Administrative participants will be paired with a classified staff member to shadow them in their work environment during the morning, followed by a luncheon at 11:00 a.m.

- Ms. Clark stated that she had shared the positive comments received from Classified Staff regarding the Online Software Training Classes with the Commissioners. Commissioner Susan Meyer thanked V-Esther Caldwell for her efforts in making the Online Software Training Classes available to staff.
- Thus far in the month of May, Personnel Commission staff have made 20 job offers, (not including Bus Driver Trainees) and filled 14 positions.
- In response to the recent statements that NMUSD does not have enough aides, Ms. Clark shared that currently, NMUSD has 167 Instructional Assistant-Behavior Intervention positions, with 142 of them being filled; there are 157 Instructional Assistant-Special Education positions, and 134 of those are filled; there are 66 Instructional Assistant positions with 59 being filled. For the Instructional Assistant-Bilingual, we have 12 positions and 11 of those are filled. The largest number of vacancies are in the afterschool programs, which has been traditionally difficulty to fill, mainly due to the schedule which runs until 6:00 p.m. Ms. Clark is working with the Administrative Director of Early and Expanded Learning Kathleen Leary to develop creative ways to fill those positions, in addition to enhanced recruiting methods and job fair participation.
- Commissioner Meyer reported on her attendance at the CSEA Chapter meeting.
- Commissioner Charlene Metoyer reported on her attendance at the Merit Academy with Human Resource Associate Analyst Brandon Provencal, CSEA Chapter 18 First Vice President Amy Ching and CSEA Chapter 18 President Stuart Tedford.

11. NEXT MEETING DATE: Thursday, June 15, 2023, at 4:00 p.m.

12. ADJOURNMENT: 4:21 p.m.