

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

June 15, 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:

Theresa Nguyen-Lorenzo Associate Human Resources Analyst
Brandon Provencal, Associate Human Resources Analyst
Elizabeth Peterson, Human Resources Technician

Visitors present:

Stuart Tedford, President, CSEA Chapter 18
Eleanor Rebard, CSEA Chapter 18
Valeria Martinez, Human Resources Technician

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for June 15, 2023.

Motion made by: Tristan Aley
Seconded by: Charlene Metoyer

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 May 11, 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. RATIFICATION OF VACANCY ANNOUNCEMENTS:

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

a. Administrative Assistant I	78-23
b. Assessment and Accountability Specialist	79-23
c. Custodian	80-23
d. Campus Safety Facilitator	81-23

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) be certified:

a. Instructional Assistant-Special Education	193-23
b. Instructional Assistant-Behavior Intervention	194-23
c. Maintenance Electrician	195-23
d. Nutrition Services Assistant II Cover	196-23
e. Instructional Assistant	197-23
f. Instructional Assistant-Early Learning	198-23
g. Instructional Assistant-Extended Day Program	199-23
h. Instructional Assistant-Special Education	200-23
i. Financial Analyst	201-23
j. Student Supervision Assistant	202-23
k. Bus Monitor	203-23
l. Instructional Assistant-Behavior Intervention	204-23
m. Custodian-Substitutes Only	205-23
n. Nutrition Services Assistant I	206-23
o. Nutrition Services Assistant I Cover	207-23
p. Instructional Assistant-Early Learning	208-23
q. Instructional Assistant	209-23

r.	Instructional Assistant-Extended Day Program	210-23
s.	Student Supervision Assistant	211-23
t.	School Administrative Assistant-Elementary	212-23
u.	Instructional Assistant-Behavior Intervention	213-23

Motion made by: Charlene Metoyer

Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

8. APPROVAL OF CLASSIFICATION MODIFICATION: MAINTENANCE GLAZIER

Based on the needs of the District, it was been recommended that modifications and changes to the classification of Maintenance Glazier be approved. These modifications and changes have no additional pay allocation.

Motion made by: Charlene Metoyer

Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

9. APPROVAL OF NEW JOB CLASSIFICATION OF INSTRUCTIONAL ASSISTANT-BEHAVIOR INTERVENTION COVER

It was recommended that the members of the Personnel Commission approve the proposed new job classification of Instructional Assistant-Behavior Intervention Cover and that the salary for this class be placed on the CSEA Bargaining Unit Salary Schedule at Range 31.

Prior to approval, Kristen Clark explained the rationale behind the creation of this position.

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:

- The success of ACE Day. Stu Tedford commented on the activities of the day and how the administrative participants gained insight into the duties and responsibilities of the classified staff as well the connections that were formed. Susan Meyer and Charlene Metoyer both commented on their participation and on how the employees felt valued by the experience. All agreed that the

luncheon afterwards where the experiences of the administrators were shared was very meaningful. There was a total of 43 positions shadowed this year.

- Offers are being made for the upcoming school year, with fifteen offers so far in June, including three new Bus Drivers.
- Summer program requisitions processed to date are 223, not including the Extended School Year program requisitions.
- Implementation of the negotiated pay increase has been completed.
- Salary schedules have been complete. Ms. Clark responded to Eleanor Rebard question regarding the salary schedule for Unclassified Staff.
- It is anticipated that there may be an increase in hours for specific instructional assistant positions.

11. NEXT MEETING DATE: Thursday, July 20, 2023, at 4:00 p.m., Board Room.

12. ADJOURNMENT: 4:29 p.m.