

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

August 24, 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:

V-Esther Caldwell, Administrative Assistant-Confidential
Brandon Provencal, Associate Human Resources Analyst
Theresa Nguyen-Lorenzo, Associate Human Resources Analyst

Visitors present:

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

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for August 24, 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 July 20, 2023, be adopted as submitted.

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. Job Transition Coach	18-24
b. Lead Warehouse Worker/Delivery Driver	19-24
c. Instructional Assistant-Bilingual	20-24
d. Office Assistant III	21-24
e. Mechanics Assistant	22-24
f. Maintenance Carpenter	23-24
g. Human Resources Technician	24-24
h. School Administrative Assistant-Elementary	25-24

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. District Translator	3-24
b. Student Supervision Assistant	4-24
c. Custodian – Substitutes Only	5-24
d. Instructional Assistant-Extended Day Program	6-24
e. Instructional Assistant-Behavior Intervention	7-24
f. Custodian	8-24
g. Instructional Assistant-Bilingual	9-24
h. Campus Safety Facilitator	10-24
i. Instructional Assistant-Early Learning	11-24
j. Instructional Assistant-Special Education	12-24
k. Instructional Assistant	13-24
l. School/Community Facilitator	14-24
m. Administrative Assistant I	15-24
n. School Office Assistant	16-24
o. Student Supervision Assistant	17-24
p. Instructional Assistant-Extended Day Program	18-24
q. Assessment and Accountability Specialist	19-24

r.	Instructional Assistant-Special Education	20-24
s.	Instructional Assistant-Behavior Intervention	21-24
t.	Instructional Assistant-Early Learning	22-24
u.	Instructional Assistant-Behavior Intervention Cover	23-24
v.	Instructional Assistant	24-24

Motion made by: Charlene Metoyer

Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

8. PERSONNEL DIRECTOR:

Ms. Clark highlighted the following items:

- Informed the Commissioners of the process for implementing the increased hours for the various types of Instructional Assistants (IAs). This involved distribution of a survey to determine which IAs were willing to accept the increase, and which were unable to work the additional hours and why. Ms. Clark was tasked with personally contacting each one individual that would be impacted due to the increase in hours. Ms. Clark addressed whatever questions or concerns they may have had. Some of the issues presented were second jobs, childcare and other family concerns.

Currently, CSEA Chapter 18 and the District are entering into a Memorandum of Understanding that states in part that employees who do not wish to accept the increase in hours at this time will have one year to remain in their position at the current hours, but at the end of the year, the requirement of the position will increase to include the additional hour(s).

In a two-week period, prior to the beginning of school, 139 requisitions and ATEs for increased hours had been finalized, which included 43 Instructional Assistants, 78 Instructional Assistant-Behavior Intervention, 5 Instructional Assistant-Bilingual, 13 Instructional Assistant-Special Education. In addition to processing all of the increased hours requisitions, staff also cleared and filled 87 positions since July 1, 2023.

CSEA representative Eleanor Rebard thanked Ms. Clark for personally calling all the individuals whose positions were impacted by the increased hours.

- Ms. Clark informed the Commission of the accolades she has received regarding the quality of candidates supplied to sites for open positions, and noted that in her 9 years with the District, this was the best start to the school year she had witnessed. Commissioner Charlene Metoyer shared that at the recent Board Meeting, parents also mentioned that this was the best start to the school year they had witnessed.
- Commissioner Metoyer asked for clarification of the increase in hours, and Ms. Clark informed her that IA positions went from 3 to 5 hours; Behavior Intervention went from 6 hours to 6.5 hours; and Special Education located at an Elementary School are now all 6 hours.
- Ms. Clark commented on the current posting for an Instructional Assistant-Bilingual explaining the need for the candidate to demonstrate proficiency in Russian. Director, Multilingual Programs Laura Dale Pash, after assessments were performed during the student intake process,

determined that Russian rather than Ukrainian was the growing language within the District. Currently, As an example, at Eastbluff Elementary, 18% of the students speak Russian.

- No update on Assembly Bill 1699, which is currently being held in the Senate for an appropriations hearing. As a reminder, Ms. Clark reiterated that this bill would basically eliminate the current recruiting process of the Merit System as it is now. Commissioner Susan Meyer expounded on the impact this bill, if passed, will have on the Merit System.

9. NEXT MEETING DATE: Thursday, September 21, 2023, at 4:00 p.m., TBD.

10. ADJOURNMENT: 4:26 p.m.