

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

July 20, 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:

Eleanor Rebard, CSEA Chapter 18

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for July 20, 2023, as corrected.

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 June 15, 2023, be adopted 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:

Eleanor Rebard registered her concern regarding the eligibility list for Theater Support Technician (Ref.7.f). Specifically, she questioned the use of an oral panelist who currently supervised one of the candidates. Kristen Clark indicated that the panelist did not supervise the position. Christi Winslow noted that no concern was raised by either the panelist or the candidate regarding the interview. Ms. Winslow noted that the Theater Support Technician position included a great deal of custodial work, as well as the theater aspect, and between the two panelists, all aspects of the position would be covered during the interview. It was also noted that it has been difficult to secure panelist for this position. Ms. Winslow and Ms. Clark spoke highly of the integrity of the panelist. Commissioner Meyer asked whether the candidate had contacted the Union with any concerns regarding the interview and Ms. Rebard responded no.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS:

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

a. School Office Assistant	82-23
b. School Registrar II – High School	83-23
c. Administrative Assistant II	84-23
d. Student Supervision Assistant	1-24
e. Instructional Assistant-Early Learning	2-24
f. Instructional Assistant-Bilingual	3-24
g. Administrative Assistant Confidential	4-24
h. Executive Assistant Confidential	5-24
i. Secondary Office Support Specialist	6-24
j. Instructional Assistant-Extended Day Program	7-24
k. Instructional Assistant-Behavior Intervention Cover	8-24
l. Nutrition Services Assistant I	9-24
m. Nutrition Services Assistant Cover	10-24
n. Bus Driver Trainee	11-24
o. Bus Driver	12-24
p. Maintenance Glazier	13-24
q. Health Assistant Cover	14-24
r. Instructional Assistant-Special Education	15-24
s. Instructional Assistant-Behavior Intervention	16-24
t. Instructional Assistant	17-24

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.	Instructional Assistant-Special Education	214-23
b.	Student Supervision Assistant	215-23
c.	Bus Driver	216-23
d.	Instructional Assistant	217-23
e.	Instructional Assistant-Extended Day Program	218-23
f.	Theater Support Technician	219-23
g.	Accounting Assistant III	220-23
h.	Executive Assistant-Confidential	221-23
i.	Systems Engineer	1-24
j.	Technology Support Technician	2-24

Motion made by: Charlene Metoyer
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

8. APPROVAL OF NEW JOB CLASSIFICATION OF COORDINATOR III, DISTRICT SAFETY

Based on the needs of the District, it was recommended that the members of the Personnel Commission approve the proposed new job classification of Coordinator III, District Safety and that the salary for this class be placed on the Management Salary Schedule, Range 6001.

Kristen Clark explained the rational behind the creation of the position and addressed the editorial concerns raised by Commissioner Metoyer.

Motion made by: Tristan Aley
Seconded by: Charlene Metoyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

9. PERSONNEL DIRECTOR:

Ms. Clark highlighted the following items:

- Updated the Commission on discussions regarding the increase in hours for specific Instructional Assistant positions. In collaboration with Leona Olson, a communication, including a survey was issued to Instructional Assistants impacted by the increase in hours, to gather information as to whether there were impediments that might prevent staff from accepting the increase. Those that indicated an issue with the increase were being contacted for further discussion and clarification.
- Noted that as July 20, 2023, staff have already made 51 job offers for the 2023-24 school year.
- Ms. Clark opened discussion on Assembly Bill 1699, with a summary of the bill. Commissioner Meyer noted that in her opinion, this bill would essentially do away with the Merit System as we

know it, because it is completely contradictory to what the Merit System does and its fair and equitable promotional process. After extended discussion, Commissioner Meyer encouraged the California School Employees Association, (CSEA), to take immediate action regarding AB1699, because of the impact it will have on their membership.

10. NEXT MEETING DATE: Thursday, August 24, 2023, at 4:00 p.m., TBD.

11. ADJOURNMENT: 4:41 p.m.