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

October 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:

V-Esther Caldwell, Administrative Assistant-Confidential
Elizabeth Peterson, Human Resources Technician

Visitors present:

Diego Ortega, CSEA Labor Relations Representative
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 October 19, 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 September 21, 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.	Technology Support Technician – Promotion Only	33-24
b.	Lead Technology Support Technician	34-24
c.	Information Technology Technician	35-24
d.	Instructional Assistant-Early Learning Cover	36-24
e.	Coordinator III District Safety	37-24
f.	Nutrition Services Assistant II	38-24
g.	Campus Safety Facilitator	39-24
h.	School Attendance Technician	40-24
i.	Library Media Technician II	41-24

Regarding item 6.e, Commissioner Susan Meyer questioned the requirement of a master's degree for the Coordinator III District Safety position, and after review, it was determined that a master's degree was not a requirement of the position.

Regarding item 6.f, Commissioner Meyer corrected the listed position title from Nutrition Services Assistant I to Nutrition Services Assistant II.

Regarding item 6.g, Commissioner Meyer inquired why for the Campus Safety Facilitator position only females would be certified for the current vacancy. Director Kristen Clark clarified that the individual in this position would be required to include patrols within female facilities, (i.e. bathrooms and locker rooms).

Motion made by: Tristan Aley to approve with correction.
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.	Bus Driver	44-24

b.	Instructional Assistant-Bilingual	45-24
c.	Lead Warehouse Worker/Delivery Driver	46-24
d.	Instructional Assistant-Early Learning	47-24
e.	Instructional Assistant-Special Education	48-24
f.	Instructional Assistant-Behavior Intervention	49-24
g.	Instructional Assistant	50-24
h.	Mechanics Assistant	51-24
i.	Nutrition Services Assistant I	52-24
j.	Bus Driver	53-24
k.	Instructional Assistant-Extended Day Program	54-24
l.	Instructional Assistant-Special Education	55-24
m.	Nutrition Services Assistant I Cover	56-24
n.	Maintenance Carpenter	57-24
o.	Student Supervision Assistant	58-24
p.	Instructional Assistant-Early Learning	59-24
q.	Instructional Assistant	60-24

Motion made by: Charlene Metoyer
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

8. EXTENTION OF ELIGIBILE LISTS

It was recommended that the following eligible list be extended.

a.	Health Assistant – Extended to 02/06/24	146-23

Motion made by: Tristan Aley
Seconded by: Charlene Metoyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

9. PERSONNEL DIRECTOR:

Prior to beginning her report, Ms. Clark introduced Diego Ortega, CSEA Labor Relations Representative, to the members of the Commission, after which she proceeded to highlight the following items:

- Assembly Bill 1699 was vetoed by Governor Gavin Newsom.

- Christi Winslow, Human Resources Analyst and Theresa Nguyen-Lorenzo, Associate Human Resources Analyst are not present because they are attending the NeoGov conference in Las Vegas, NV gaining valuable training and knowledge on the various functions within the NeoGov product currently being used by NMUSD in the recruitment of classified staff.

- Director Clark noted that she has distributed information to all management and supervisor level employees regarding NMUSD's participation in the 2024 Classified Employee of the Year Program. Nominations and recommendations should be submitted no later than November 9, 2023. The deadline for submitting the District's packet of nominees to OCDE is January 12, 2024. All District nominees submitted to OCDE will be recognized at a NMUSD Board Meeting.

- In partnership with CSEA, the first new hire employee orientation of the school year was held this past Tuesday, October 17, 2023. If the orientation was held outside of the employee's normal workday, they were paid for the one hour. Megan Brown, Administrative Director I, Certificated Personnel, made a presentation regarding protecting your professional reputation and Kristen Clark covered some contract items. Diego Ortega, CSEA Labor Relations Representative, presented the history of CSEA and their role with negotiations and support of employees. He also spoke on some of the advantages and benefits of becoming a member of CSEA.

- Director Clark shared that she had been working closely with Dr. Elsie Simonovski, Administrivia Director I, Special Education, to get a handle on Special Education hiring. It was determined that there was a total of 314 authorized Special Education aide positions: 166 Instructional Assistants-Behavior Intervention and 148 Instructional Assistants-Special Education. Of those 314 positions, currently there are only 22 vacancies, meaning that 93% of all Special Education instructional assistant positions have been filled. This shows that our method of recruiting and open communication with the Special Education Department has enabled these positions to be filled. Dr. Simonovski also contacted the Leona Olsen, Assistant Superintendent, Chief Human Resources Officer, to share her appreciation for the collaborative efforts of Director Clark and her staff.

- Director Clark also mentioned that the Nutrition Services Assistant position has also been difficult to fill. In our efforts to fill those positions, we have reassessed the entry level requirements, and it seems to be working as 7 applicants have been offered positions.

- Director Clark will be on vacation beginning October 23, 2023, returning November 13, 2023. She will be out of the office again beginning November 20, 2023 and returning December 11, 2023.

- Commissioner Meyer announced she and Director Clark have been invited to do training at the 2024 CSPCA 52nd Annual Conference in March 2024.

- On Tuesday, October 24, 2023, the NMUSD Board of Education will approve the reappointment of Susan Meyer as the CSEA Representative to the Personnel Commission.

- Commissioner Charlene Metoyer announced that she has received her Merit Academy Certificate.

10. NEXT MEETING DATE: Thursday, November 16, 2023, at 4:00 p.m., Board Room.

11. ADJOURNMENT: 4:25 p.m.