

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission
Board Room
2985-A Bear Street, Costa Mesa, CA 92626

December 14, 2023 – 4:00 p.m.

AGENDA

1. OPENING CEREMONIES:

The meeting will open with a silent invocation followed by the Pledge of Allegiance to the flag.

2. ROLL CALL:

Susan G. Meyer, Chairperson	_____
Charlene J. Metoyer, Vice-Chair	_____
Tristan Aley, Commissioner	_____
Kristen M. Clark, Secretary to Personnel Commission	_____

3. ADOPTION OF AGENDA:

Recommendation is made that the agenda for December 14, 2023, be adopted.

Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

4. APPROVAL OF MINUTES:

Recommendation is made that the minutes of the regular meeting of November 16, 2023, be adopted.

Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION:

This is an opportunity for employees and the public to address the Commission. The Commission hears the comments and, by Commission policy and in compliance with the Ralph M. Brown Act, is not permitted to respond to items not on the agenda. If appropriate, the personnel director or a member of the director's staff may follow up with the concerns expressed or schedule the item for a future meeting of the Personnel Commission for discussion and/or action.

When addressing the Commission, please include your name and address for the record.

6. PUBLIC NOTICE: REORGANIZATION

OATH OF OFFICE

At this time, prior to the reorganization process, Personnel Commissioner Vice-Chairperson Charlene Metoyer will administer the Oath of Office to Ms. Susan G. Meyer, Personnel Commissioner. Ms. Meyer was presented to the Board of Education as the CSEA appointee to the Personnel Commission at its October 24, 2023, Board Meeting. The appointment took effect at noon on December 1, 2023.

ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON, PERSONNEL COMMISSION
FOR CALENDAR YEAR 2024; PERSONNEL COMMISSION RULE 2.1.2, OFFICERS

It is recommended that the members of the Personnel Commission elect the chairperson and vice-chairperson for the calendar year 2024.

_____, elected Chairperson

Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

_____, elected Vice Chairperson

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7. RATIFICATION OF VACANCY ANNOUNCEMENTS:

Recommendation is made that the following vacancy announcement(s) be ratified.

- | | |
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| a. Bus Monitor | 46-24 |
| b. Instructional Assistant-Early Learning Cover | 47-24 |
| c. Instructional Assistant-Bilingual | 49-24 |

Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

8. CERTIFICATION OF NEW ELIGIBILITY LISTS:

Recommendation is made that the following eligibility list(s) be certified.

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| a. Human Resources Technician | 79-24 |
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Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

9. APPROVAL OF NEW JOB CLASSIFICATION OF CAMPUS SAFETY FACILITATOR COVER

It is recommended that the members of the Personnel Commission approve the proposed new job classification of Campus Safety Facilitator Cover and that the salary for this class be placed on the CSEA Bargaining Unit Salary Schedule at Range 30.

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Informal reports; discussion only.

11. NEXT MEETING DATE: _____ **TIME:** _____

12. ADJOURNMENT: _____ p.m.

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4. APPROVAL OF MINUTES:

Recommendation is made that the minutes of the regular meeting of November 16, 2023, be adopted.

Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION:

This is an opportunity for employees and the public to address the Commission. The Commission hears the comments and, by Commission policy and in compliance with the Ralph M. Brown Act, is not permitted to respond to items not on the agenda. If appropriate, the personnel director or a member of the director's staff may follow up with the concerns expressed or schedule the item for a future meeting of the Personnel Commission for discussion and/or action.

When addressing the Commission, please include your name and address for the record.

6. PUBLIC NOTICE: REORGANIZATION

OATH OF OFFICE

At this time, prior to the reorganization process, Personnel Commissioner Vice-Chairperson Charlene Metoyer will administer the Oath of Office to Ms. Susan G. Meyer, Personnel Commissioner. Ms. Meyer was presented to the Board of Education as the CSEA appointee to the Personnel Commission at its October 24, 2023, Board Meeting. The appointment took effect at noon on December 1, 2023.

ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON, PERSONNEL COMMISSION
FOR CALENDAR YEAR 2024; PERSONNEL COMMISSION RULE 2.1.2, OFFICERS

It is recommended that the members of the Personnel Commission elect the chairperson and vice-chairperson for the calendar year 2024.

_____, elected Chairperson

Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

_____, elected Vice Chairperson

Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

7. RATIFICATION OF VACANCY ANNOUNCEMENTS:

Recommendation is made that the following vacancy announcement(s) be ratified.

- | | |
|---|-------|
| a. Bus Monitor | 46-24 |
| b. Instructional Assistant-Early Learning Cover | 47-24 |
| c. Instructional Assistant-Bilingual | 49-24 |

Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

8. CERTIFICATION OF NEW ELIGIBILITY LISTS:

Recommendation is made that the following eligibility list(s) be certified.

- | | |
|--|-------|
| a. Human Resources Technician | 79-24 |
| b. Nutrition Services Assistant II | 80-24 |
| c. Instructional Assistant-Early Learning Cover | 81-24 |
| d. Nutrition Services Assistant I Cover | 82-24 |
| e. Coordinator III, District Safety | 83-24 |
| f. Student Supervision Assistant | 84-24 |
| g. Nutrition Services Assistant I | 85-24 |
| h. Instructional Assistant-Bilingual | 86-24 |
| i. Instructional Assistant-Special Education | 87-24 |
| j. Instructional Assistant-Behavior Intervention | 88-24 |
| k. Custodian – Substitute Only | 89-24 |
| l. Nutrition Services Assistant I Cover | 90-24 |
| m. School Administrative Assistant-Elementary | 91-24 |

Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

9. APPROVAL OF NEW JOB CLASSIFICATION OF CAMPUS SAFETY FACILITATOR COVER

It is recommended that the members of the Personnel Commission approve the proposed new job classification of Campus Safety Facilitator Cover and that the salary for this class be placed on the CSEA Bargaining Unit Salary Schedule at Range 30.

Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

10. PERSONNEL DIRECTOR:

Informal reports; discussion only.

11. NEXT MEETING DATE: _____ **TIME:** _____

12. ADJOURNMENT: _____ p.m.

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Any individual with a disability who requires reasonable accommodation to participate in a Commission meeting, may request assistance by contacting the Personnel Commission Office at 2985-A Bear Street, Costa Mesa, CA 92626. Phone Number: 714-424-5047, Fax Number: 714-424-7572. Notification not later than noon on the day preceding the Commission meeting will enable the Commission to make reasonable arrangements to assure accessibility to this meeting.

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission
Board Room
2985-A Bear Street, Costa Mesa, CA 92626

December 14, 2023 – 4:00 p.m.

AGENDA

1. OPENING CEREMONIES:

The meeting will open with a silent invocation followed by the Pledge of Allegiance to the flag.

2. ROLL CALL:

Susan G. Meyer, Chairperson	_____
Charlene J. Metoyer, Vice-Chair	_____
Tristan Aley, Commissioner	_____
Kristen M. Clark, Secretary to Personnel Commission	_____

3. ADOPTION OF AGENDA:

Recommendation is made that the agenda for December 14, 2023, be adopted.

Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

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Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

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Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

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