

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

November 16, 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

Visitors present:

Amy Ching, President, CSEA Chapter 18
Diego Ortega, CSEA Labor Relations Representative
Valeria Martinez-Soria, Human Resources Technician

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for November 16, 2023.

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 October 19, 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:

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. Office Assistant Bilingual | 42-24 |
| b. Assistant Director, Maintenance and Operations | 43-24 |
| c. Administrative Assistant II | 44-24 |
| d. Custodian (Substitute Only) | 45-24 |

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-Behavior Intervention | 61-24 |
| b. Bus Monitor | 62-24 |
| c. Nutrition Services Assistant I | 63-24 |
| d. Administrative Assistant-Confidential | 64-24 |
| e. Student Supervision Assistant | 65-24 |
| f. Instructional Assistant-Special Education | 66-24 |
| g. Instructional Assistant-Behavior Intervention | 67-24 |
| h. Instructional Assistant-Extended Day Program | 68-24 |
| i. Instructional Assistant-Bilingual | 69-24 |
| j. Instructional Assistant-Early Learning Cover | 70-24 |
| k. Warehouse Worker/Delivery Driver | 71-24 |
| l. Instructional Assistant-Extended Day Program | 72-24 |

m.	Bus Driver	73-24
n.	Nutrition Services Assistant I	74-24
o.	Student Supervision Assistant	75-24
p.	Instructional Assistant-Special Education	76-24
q.	Secondary Office Support Specialist	77-24
r.	Instructional Assistant-Behavior Intervention	78-24

Motion made by: Charlene Metoyer

Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

Commissioner Susan Meyer was happy to see that there were three promotions for item 7.q.

8. PERSONNEL DIRECTOR:

Ms. Clark highlight the following items:

- For the month November, so far 23 offers have been made including 7 Instructional Assistant-Behavior Intervention, 3 Instructional Assistant-Special Education, and 4 Nutrition Services Assistant I. In addition to the offers, 29 positions have recently been filled, including 2 Bus Drivers, 6 Instructional Assistant-Behavior Intervention, 2 Instructional Assistant-Special Education, 3 Nutrition Services Assistant I, and 2 Nutrition Services Assistant I Covers.
- Commissioner Meyer inquired about the number of positions that may have been filled by individuals coming from other school districts. Ms. Clark noted that at least one of the Bus Drivers was from another school district. More than looking at those coming from other school districts, she emphasized the importance of staff retention and noted the reasons for staff leaving was more for personal reasons rather than dissatisfaction with the District.
- Director Clark noted the educational benefits gained by Christi Winslow and Theresa Nguyen-Lopez from their attendance and participation at the NeoGov Conference last month.
- Director Clark reminded the Commission that she will be out of the office beginning November 20, 2023, and returning on December 11, 2023. During her absence, she will continue to review and sign necessary documents and communication.
- Commissioner Meyer reported on the attendance of her and Christi Winslow at the Personnel Commissions Association of Southern California Luncheon Workshop, “Practicing Self Compassion and Promoting Compassion in the Workplace”, which she considered one of the best training courses she has received. She suggested the possibility of Human Resources presenting this training to classified supervisory staff.

Director Clark mentioned that Leona Olson, Assistant Superintendent, Chief Human Resources Officer, recently held a similar type of training for principals, assistant principals, and non-certified supervisors.

- Commissioner Meyer mentioned that the evaluation and hiring of a Director of Classified Personnel will be the topic of the training she and Director Clark will be presenting at the California School Personnel Commissioners Association, (CSPCA) 52nd Annual Conference which will be held in March 2024.
- Because she will be driving, Commissioner Meyer requested to add a travel day to her travel arrangements for the CSPCA Conference which will be held in Monterey, CA in March 2024.

9. NEXT MEETING DATE: Thursday, December 14, 2023, at 4:00 p.m., Location to be determined.

10. ADJOURNMENT: 4:28 p.m.