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

December 14, 2023 – 4:00 p.m.

MINUTES

Prior to the regular Personnel Commission Meeting, Director Kristen Clark read a statement from Commissioner Charlene Metoyer requesting that the Commission consider an action to allow her to participate in the Personnel Commission meeting remotely due to emergency circumstances, pursuant to Section 54954.2 of the California Government Code. This can be approved by majority vote of the Personnel Commissioners present.

It was recommended that the Commission approve Commissioner Metoyer's request.

Motion made by: Tristan Aley
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Abstained
Susan Meyer	Yes

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 – via Zoom
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
Elizabeth Peterson, Human Resources Technician

Visitors present:

Amy Ching, President, CSEA Chapter 18
Elenora Rebard – CSEA Chapter 18
Valeria Martinez-Soria, Human Resources Technician

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for December 14, 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 November 16, 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. PUBLIC NOTICE: REORGANIZATION

OATH OF OFFICE

Charlene Metoyer, Vice-Chairperson of the Newport-Mesa Unified School District Personnel Commission, administered the oath of office to Commissioner Susan Meyer. 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. The appointment took effect at noon on December 14, 2022.

Personnel Commission Oath: "I, Susan G. Meyer, do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of my position as a Newport-Mesa USD Personnel Commissioner of which I am about to enter."

The members of the Personnel Commission elect the chairperson and vice-chairperson for the calendar year 2024.

Charlene Metoyer, elected Chairperson
Motion by Susan Meyer, Seconded by Tristan Aley

Votes:

Tristan Aley	Yes
Charlene Metoyer	Abstained
Susan Meyer	Yes

Tristan Aley, elected Vice-Chairperson
Motion by Susan Meyer, Seconded by Charlene Metoyer

Votes:

Tristan Aley	Abstained
Charlene Metoyer	Yes
Susan Meyer	Yes

7. RATIFICATION OF VACANCY ANNOUNCEMENTS:

It was recommended 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 made by: Tristan Aley
Seconded by: Charlene Metoyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

8. CERTIFICATION OF NEW ELIGIBILITY LISTS:

It was recommended 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 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 the high number of candidates for item 8.k and the promotion opportunities for item 8.m.

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

It was 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.

Kristen Clark explained the intent and the need behind the creation of this position and responded to related questions from Commissioner Meyer.

Commissioner Metoyer commented on her communication with the rank and file and how they are happy with the creation of these cover positions.

Motion made by: Charlene Metoyer
Seconded by: Tristan Aley

10. PERSONNEL DIRECTOR:

Ms. Clark highlight the following items:

- Director Clark summarized current hiring activities: Since the last meeting of the Personnel Commission, 14 offers have been made and 19 positions filled, including 8 Instructional Assistant-Behavior Intervention, 4 Nutrition Services Assistant I, 2 Student Supervision Assistant positions and a Bus Driver.

  Regarding Instructional Assistant-Special Education, there were a total of 43 authorized requisitions for positions and currently 36 of those positions have been filled, leaving only 7 current vacancies, for which several eligible lists have been certified out to the hiring entities. For the Instructional Assistant-Behavior Intervention position, there are a total of 171 authorized requisitions and 161 of those positions are filled, leaving only 10 openings. This means that there's a total of 17 vacancies within the specialized classified Special Education positions, less than 8%.

- Commissioner Meyer inquired if there were many transfer requests. Human Resource Analyst Christi Winslow responded that the number of transfers is less than usual, and one reason could be due to the current standardization in hours across the board for special education and other positions. In agreement with HR Analyst Winslow, Director Clark noted that transfers seem to be more strategic regarding location and type rather than chasing hours.

  CSEA Chapter 18 President Amy Ching added that with the District standardizing the hours, it minimizes transfers which is beneficial to students by maintaining the consistency of the staff that interacts with them on a daily basis.

- Director Clark also announced that the position of Library Media Technician I will be increased from 6 hours to 7 hours.

- Amy Ching was introduced and congratulated as the newly elected President of CSEA Chapter 18.

11. NEXT MEETING DATE: Thursday, January 18, 2024, at 4:00 p.m., Board Room.

12. ADJOURNMENT: 4:21 p.m.