

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

January 18, 2024 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES:

Charlene J. Metoyer, 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:

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

Staff present:

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

Visitors present:

Elenora Rebard, CSEA Chapter 18

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for January 18, 2023.

Motion made by: Tristan Aley
Seconded by: Susan Meyer

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 December 14, 2023, be adopted as corrected.

Motion made by: Susan Meyer
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. Maintenance Technician	48-24
b. Job Transition Specialist	50-24
c. Instructional Assistant-Behavior Intervention Cover	51-24
d. Accompanist	52-24
e. Accountant	53-24
f. Office Assistant I	54-24

Motion made by: Tristan Aley

Seconded by: Susan Meyer

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	92-24
b. Nutrition Services Assistant I	93-24
c. Instructional Assistant-Behavior Intervention	94-24
d. Instructional Assistant-Extended Day Program	95-24
e. Office Assistant III	96-24
f. Supervisor, Budget	97-24
g. Lead Grounds Maintenance Worker	98-24
h. Bus Monitor	99-24
i. Bus Driver	100-24
j. Student Supervision Assistant	101-24
k. Nutrition Services Assistant I Cover	102-24
l. Campus Safety Facilitator	103-24

Motion made by: Susan Meyer

Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

Commissioner Susan Meyer was pleased to see so many candidates for promotional opportunities for items 7g and 7l.

Upon request of Commissioner Charlene Metoyer, Director Kristen Clark explained the eligible list designation of “Dual Certification”.

8. PERSONNEL DIRECTOR:

Ms. Clark highlight the following items:

- Enrollment has been opened to classified staff for Online Software Training classes.
- NMUSD Classified Employee of the Year names have been submitted to the Orange County Department of Education. NMUSD’s 2024 CSEY are:

Elena Singson Concepcion, Payroll Technician – Clerical and Administrative Services
Ellen Sugiyama, Nutrition Services Assistant II – Food and Nutrition Services
Hung T. Nguyen, Electronics Technician – Skilled Trade Services

Ms. Clark, along with Superintendent Smith, participated in the surprise presentations to each candidate at their various site locations. The candidates will be officially acknowledged at the May 2024 Board Meeting.

- Ms. Clark highlighted the number of job-offers which were made since the last meeting on December 15, 2024. A total of 66 offers made, with 34 of those made by Valeria Martinez-Soria over the holiday break. Of those 66 offers, 57 were accepted, 5 are pending and 4 were declined.

During that same time, Ms. Clark signed 53 Classified Authorizations to Employ, including the Library Media Technician I positions, which were increased from 6 to 7 hours.

There were also 14 unclassified substitute positions, including 4 unclassified Bus Driver Trainees and substitute Custodians. Ms. Clark noted that within the last year, we have hired approximately 68 Substitute Custodians.

- Commissioner Meyer reminded everyone of the upcoming Personnel Commissions Association of Southern California “Legal Update Workshop” presentation by Kristine Kwon to be held on January 31, 2024.

9. NEXT MEETING DATE: Thursday, February 15, 2024, at 4:00 p.m., Board Room

10. ADJOURNMENT: 4:22 p.m.