

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

February 14, 2024 – 4:08 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
Theresa Nguyen, Associate Human Resources Analyst
Elizabeth Peterson, Human Resources Technician

Visitors present:

Valeria Martinez, Human Resources Technician
Eleanor Rebard, CSEA Chapter 18

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for February 14, 2024.

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 January 18, 2024, be adopted.

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:

Eleanor Rebard shared that at Tuesday's Board of Education meeting, Administrative Director II Special Projects Vanessa Galey, in her Local Control and Accountability Plan (LCAP) report, acknowledged all the diligent work by Kristen Clark and her staff at filling positions. Ms. Galey specifically mentioned the eligible list for Russian District Translator and Russian Instructional Assistant-Bilingual, as well as the hiring of 22 elementary counselor and 98 instructional aides through the efforts of Ms. Clark and her team.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS:

It was recommended that the following vacancy announcement(s) be ratified:

a. Campus Safety Facilitator Cover	55-24
b. Systems Engineer	56-24
c. District Translator	57-24
d. Instructional Assistant-Early Learning Cover	58-24
e. Office Assistant II	59-24
f. Grounds Maintenance Worker	60-24
g. Instructional Assistant-Bilingual	61-24
h. Lead Instructional Assistant-Extended Day Program	62-24
i. Office Assistant III	63-24

Motion made by: Tristan Aley
Seconded by: Susan Meyer

Commissioner Susan Meyer noted that the Supplemental Questions for item 6.f, Grounds Maintenance Worker were missing from the Personnel Commission Meeting packets. Copies of the missing documents were promptly distributed to those in attendance.

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-Early Learning	104-24
b. Nutrition Services Assistant I	105-24
c. Instructional Assistant-Special Education	106-24
d. School/Community Facilitator	107-24
e. Instructional Assistant-Behavior Intervention	108-24
f. Office Assistant Bilingual	109-24

g.	Instructional Assistant-Bilingual	110-24
h.	Administrative Assistant II	111-24
i.	Accompanist	112-24
j.	Instructional Assistant-Early Learning Cover	113-24
k.	Instructional Assistant-Extended Day Program	114-24
l.	Custodian – Substitute Only	115-24
m.	Associate Human Resources Analyst	116-24
n.	Student Supervision Assistant	117-24
o.	Instructional Assistant-Early Learning	118-24
p.	Job Transition Specialist	119-24
q.	Nutrition Services Assistant I Cover	120-24
r.	School Attendance Technician	121-24
s.	Maintenance Technician	122-24
t.	Instructional Assistant-Extended Day Program	123-24
u.	Nutrition Services Assistant I	124-24

Motion made by: Susan Meyer

Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

PERSONNEL DIRECTOR:

Ms. Clark highlight the following items:

- Ms. Clark passed around a summary of attendance to-date of the Online Software Training classes, as well as some samples of the Quick Reference Guides available to those who take the courses.

Ms. V-Esther Caldwell added that she is now getting drop-ins by staff who were unable to register, but wanted to see if there was still space available, (no one was turned away). She also shared that one of the attendees whose English was limited and was new to computer usage was very motivated and excited about learning.

- Ms. Clark highlighted the number of job-offers which were made since the last meeting on January 14, 2024. A total of 31 offers have been made, 27 were accepted, 1 is pending and there were 3 declines.

During that same time, Ms. Clark signed 36 Classified Authorizations to Employ for positions that included Accompanist, 5 School/Community Facilitator (4 Spanish and 1 Russian), 5 Russian Instructional Assistant-Bilingual, 6 Instructional Assistant-Behavior Intervention, 3 Instructional Assistant-Special Education and 6 Nutrition Services Assistant I.

As the District's needs change, and increase, Ms. Clark and her team adapt to recruit, test, and fill those positions, including Russian speaking aides, as quickly as possible.

In response to a question by Commissioner Tristan Aley, Theresa Nguyen, Associate Human Resources Analyst, noted that finding the Russian speaking aides was not as difficult as anticipated because of input from Director, Multilingual Programs Laura Dale-Pash and reaching out to a local church. Ms. Clark also noted that we have a contract with a service to provide the

necessary testing in the language for which we are recruiting. This service also integrates well with the other recruitment software we utilize.

Eleanor Rebard asked what schools required the Russian speaking individuals, Ms. Clark responded, Eastbluff Elementary School.

In reply to a request from Administrative Director I, Special Education, Dr. Elsie Simonovski, Ms. Clark shared that since the beginning of the school year, her team had filled about 90 Instructional Assistant positions within the Special Education area.

More focus is being put to the recruitment of Bus Drivers and Nutrition Services Assistant positions.

- Commissioner Metoyer thanked Ms. Clark and her team for all their efforts, which was echoed by Commissioners Meyer and Aley.

8. NEXT MEETING DATE: Thursday, March 21, 2024, at 4:00 p.m., Board Room

9. ADJOURNMENT: 4:26 p.m.