

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

March 21, 2024 – 4:04 p.m.

MINUTES

1. OPENING CEREMONIES:

Charlene J. Metoyer, Chairperson, called the meeting to order with a silent reflection 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:

Socorro Shiels, Asst. Supt., Achievement, Innovation and Continuous Improvement
Eleanor Rebard, CSEA Chapter 18
Valeria Martinez, Human Resources Technician

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for March 21, 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 February 14, 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:

Chairperson Charlene Metoyer welcomed Socorro Shiels, Assistant Superintendent, Achievement, Innovation and Continuous Improvement.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS:

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

a. Supervisor, Custodial Operations	64-24
b. School/Community Facilitator	65-24
c. Payroll Technician	66-24
d. School Attendance Assistant	67-24
e. School Office Assistant	68-24
f. Health Assistant	69-24
g. Instructional Assistant	70-24
h. Coordinator III, District Safety	71-24
i. Executive Assistant-Confidential	72-24
j. Bus Monitor	73-24
k. Job Transition Coach	74-24
l. Office Assistant Bilingual	75-24
m. Instructional Assistant-Early Learning Cover	76-24
n. Accounting Assistant III	77-24

Motion made by: Susan Meyer
Seconded by: Tristan Aley

Commissioner Metoyer mentioned that prior to the meeting, she inquired of Director Kristen Clark, if all NMUSD Health Assistants, (6.f.) had to be able to perform a catheterization. Ms. Clark shared that they do perform this procedure when necessary and receive training.

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. Library Media Technician II	125-24
b. Instructional Assistant-Behavior Intervention Cover	126-24
c. Custodian – Substitute Only	127-24
d. Student Supervision Assistant	128-24
e. Instructional Assistant-Behavior Intervention	129-24

f.	Instructional Assistant-Special Education	130-24
g.	Accountant	131-24
h.	Maintenance Technician - REVISED	122-24
i.	Custodian - EXTENDED	8-24
j.	Instructional Assistant-Special Education	132-24
k.	Technology Support Technician	133-24
l.	Instructional Assistant-Extended Day Program	134-24
m.	Nutrition Services Assistant I	135-24
n.	Lead Technology Support Technician	136-24
o.	Instructional Assistant-Behavior Intervention	137-24
p.	Instructional Assistant-Early Learning	138-24
q.	Instructional Assistant	139-24
r.	Nutrition Services Assistant I	140-24
s.	Instructional Assistant	141-24
t.	Office Assistant I	142-24
u.	Grounds Equipment Operator	143-24
v.	Instructional Assistant-Behavior Intervention	144-24
w.	Instructional Assistant-Special Education	145-24

Motion made by: Tristan Aley

Seconded by: Susan Meyer

Commissioner Susan Meyer inquired why item 7.h Maintenance Technician had been revised and Director Clark explained the basis for the revision. Commissioner Meyer also inquired about the rater's level of expertise for the Instructional Assistant oral exam (7.s.). Ms. Clark explained the reasoning behind the choice of oral panel members.

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

PERSONNEL DIRECTOR:

Ms. Clark highlight the following items:

- Ms. Clark summarized her and Commissioner Meyer's presentation at the CSPCA Annual Conference in March. Commissioner Meyer added that they were well received and have been asked to repeat the presentation at an upcoming local Personnel Commissioners mini training.
- The Online Software Training classes continue. To date, there have been 11 classes offered.
- An offer has been made to Luz Gonzalez to fill the vacant Human Resources Associate Analyst position. Ms. Clark stated that this would be a promotion for Ms. Gonzalez who is currently a Human Resources Technician. Her start date is pending.
- Of the three NMUSD Classified Employee of the Year (CSEY) names submitted to the Orange County Department of Education, Hung T. Nguyen, Electronics Technician, has been selected from 89 other applicants to represent OCDE to vie for recognition by the California Department of Education, and could eventually be recognized at the federal level through the Recognizing Inspiring School Employees (RISE) awards program.

- Announced that vetoed Assembly Bill 1699 has been reintroduced as Assembly Bill 2088. It appears to have some minor changes, but this bill would still change the Merit System as we know it.

Susan Meyer recapped the overall differences between the merit system and the proposed changes and how AB2088 would affect the current merit system hiring processes.

- Ms. Clark highlighted the number of job-offers made since the last meeting on February 14, 2024. A total of 34 offers have been made, 27 were accepted, 4 are pending and there were 3 declines.

Thirty Authorization to Employee, (ATE), forms have been signed, indicating that people have been hired and are working or have been given a start date.

Within those 30, there were 9 Instructional Assistant-Behavior Intervention; 4 Instructional Assistant-Special Education; several Bilingual and Early Learning positions, 3 technology positions (which were all promotions), a School/Community Facilitator – Spanish, and Nutrition Services Assistants.

Sixteen Substitute positions have been accepted and of those, 15 ATE's have been signed, including 6 Custodians.

- Ms. Clark co-presented at a training held last month for classified and certificated management regarding having conversations with staff when something is not going well.
- At this time, Commissioner Metoyer requested that an item be added to the future agendas after the Personnel Director's update for Commissioners' Remarks.

8. NEXT MEETING DATE: Thursday, April 18, 2024, at 4:00 p.m., Sanborn Assembly Room

9. ADJOURNMENT: 4:36 p.m.