

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission
Sanborn Assembly Room
2985 Bear Street, Building C, Costa Mesa, CA 92626

April 18, 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
Theresa Nguyen, Associate Human Resources Analyst
Elizabeth Peterson, Human Resources Technician

Visitors present:

Socorro Shiels, Asst. Supt., Achievement, Innovation and Continuous Improvement
Amy Ching, President, CSEA Chapter 18
Eleanor Rebard, CSEA Chapter 18
Valeria Martinez, Human Resources Technician
Luz Gonzalez, Interim Executive Assistant Confidential

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for April 18, 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 March 21, 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:

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. Secondary Office Support Specialist	78-24
b. District Translator (English/Russian or English/Spanish)	79-24
c. Nutrition Services Assistant II	80-24
d. Nutrition Services Assistant III	81-24

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. Lead Instructional Assistant-Extended Day Program	146-24
b. Instructional Assistant-Extended Day Program	147-24
c. Campus Safety Facilitator Cover	148-24
d. Systems Engineer	149-24
e. Student Supervision Assistant	150-24
f. Bus Driver	151-24
g. Instructional Assistant-Special Education	152-24
h. Office Assistant II	153-24
i. Instructional Assistant	154-24
j. Instructional Assistant-Behavior Intervention	155-24
k. Instructional Assistant-Extended Day Program	156-24
l. Office Assistant III	157-24
m. Instructional Assistant-Bilingual	158-24
n. Nutrition Services Assistant I	159-24
o. Student Supervision Assistant	160-24
p. Payroll Technician	161-24

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| q. | Instructional Assistant-Early Learning | 162-24 |
| r. | Assistant Director, Maintenance and Operations | 163-24 |

Motion made by: Susan Meyer
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

**8. FIRST READING/SCHEDULE PUBLIC HEARING – PERSONNEL COMMISSION
BUDGET FOR FISCAL YEAR 2024–2025:**

It is recommended that the members of the Personnel Commission schedule the public hearing for the 2024-2025 Fiscal Year Budget at its next Commission meeting, May 16, 2024, at 4:00 p.m.

The proposed budget was presented as an informational item only. Kristen Clark explained the Personnel Commission Budget approval process, which is different from the regular Newport-Mesa Unified School District budget process. She also summarized the budget changes, which were basically in areas that the department has no control over.

Commissioner Metoyer presented the following questions regarding the proposed budget:

On Ref.8.2, under 3602 – Workers’ Compensation Insurance – Classified: Commissioner Metoyer asked if the downward trend in Worker’s Compensation reflective of workman’s compensation claims or for contributing to workman’s compensation? Ms. Clark stated that it was more likely associated with a percentage of the overall increase/decrease of District obligation allocated to Classified Staff.

On Ref.8.2, under 2360 – Commission Members Salaries: Commissioner Metoyer inquired about an increase in compensation for Commissioners from \$25.00 per month to \$50.00 per month. Ms. Clark stated that she would review the statute that is associated with the process of increasing compensation for Commissioners.

Commissioner Metoyer also asked the meaning of the acronym ARS, which appears on the budget. Ms. Clark explained that ARS stood for – Alternate Retirement System, which is an alternative to Social Security for part-time, seasonal, and temporary employees.

This item will be brought back to the Personnel Commission for approval at its May meeting.

Motion made by: Tristan Aley
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

9. PERSONNEL DIRECTOR:

Ms. Clark highlight the following items:

- Ms. Clark introduced Luz Gonzalez, the new Associate Human Resources Analyst, who will officially begin following her current interim position as Executive Assistant Confidential to Leona Olson, Assistant Superintendent Chief Human Resources Officer. Luz is currently attending the Merit Academy.
- ACE Day is scheduled for the morning of May 23, 2024, with a luncheon to follow. Ms. Clark has received a great amount of interest from Board Members, the Superintendent, and Administrators including Principals. Ms. Clark is currently working with Amy Ching to solidify the list of Classified Staff participants.
- The three NMUSD Classified Employees of the Year (CSEY) will be presented at the May 14, 2024, Board Meeting.
- V-Esther Caldwell has held thirteen Online Software Training sessions to date, with a possibility of one more to be held in May, if schedules permit. These sessions have been very well received. These sessions are also eligible for Professional Growth award points.
- Ms. Clark noted that from January 2024 until April 2024, the District has added 26 classified positions, equaling 21.25 FTE (Full-Time Equivalent). She also summarized the number of added classified positions over the last four years as follows:

2023 – 70 positions = 50.61 FTE; 2022 – 56 positions = 46.3974 FTE;
2021 – 165 positions = 76.1726 FTE; 2020 – 57 positions = 41.5938 FTE.

Ms. Clark shared this information to make everyone aware that as her team strives to fill vacant positions, the District continues to add new positions or increase the number of already existing positions.

- Ms. Clark noted that since March 22, 2024, the PC office has made 35 job offers, of which 6 were Bus Driver Trainees. Twenty-eight offers were accepted, 3 are pending and 4 were declined.

Twenty-five Authorization to Employee, (ATE), forms have been signed, including 4 promotions, 11 new hires, 1 rehire, 2 reinstatements, 3 transfers and 2 transfers with increased hours. From this total, 7 new positions and 18 replacements positions were filled.

10. COMMISSIONERS' REMARKS:

Commissioner Susan Meyer, who also serves on the Personnel Commission Association Southern California Board, made us aware of their efforts to work closely with CSEA on the Assembly Bill 2088, regarding the Merit System. She is trying to arrange a meeting with all the parties involved to come to a general consensus on the major issue(s) concerned. She reached out to Amy Ching, President, CSEA Chapter 18.

Commissioner Meyer asked for clarity on the different types of eligible lists. Ms. Clark explained how Promotional/Open verses Open eligible lists are ranked.

11. NEXT MEETING DATE: Thursday, May 16, 2024, at 4:00 p.m., Board Room

12. ADJOURNMENT: 4:37 p.m.