

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

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

May 16, 2024 – 4:32 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

Visitors present:

Socorro Shiels, Asst. Supt., Achievement, Innovation and Continuous Improvement
Eleanor Rebard, CSEA Chapter 18

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for May 16, 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 April 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 three NMUSD Classified Employees were honored at the May 14, 2024, Board Meeting as Classified School Employees of the Year. At the same meeting Resolution No. 20-05-24 was adopted designating May 19 – 25, 2024 as Classified School Employees Week. Ms. Rebard also reminded the Commission that Appreciating Classified Employees, (ACE) Day would be held on Thursday, May 23, 2024.

6. PUBLIC HEARING – PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2024-2025

Motion made by: Tristan Aley

Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

Public hearing on the Personnel Commission for Fiscal Year 2024–2025 Pursuant to California Education Code 45253 was opened at 4:35:00 p.m. and with no public comment, the Public Hearing was closed at 4:35:10 p.m.

7. RATIFICATION OF VACANCY ANNOUNCEMENTS:

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

- a. Instructional Assistant-Behavior Intervention Cover

82-24

Motion made by: Susan Meyer

Seconded by: Tristan Aley

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.	Grounds Maintenance Worker	164-24
b.	Instructional Assistant-Special Education	165-24
c.	Bus Driver	166-24
d.	Student Supervision Assistant	167-24
e.	Health Assistant	168-24
f.	School Attendance Assistant	169-24
g.	Instructional Assistant-Behavior Intervention	170-24
h.	Instructional Assistant – Early Learning Cover	171-24
i.	Instructional Assistant	172-24
j.	School/Community Facilitator	173-24
k.	Nutrition Services Assistant I	174-24
l.	Bus Monitor	175-24
m.	Student Supervision Assistant	176-24
n.	Instructional Assistant-Extended Day Program	177-24
o.	Instructional Assistant	178-24
p.	District Translator	179-24
q.	Job Transition Coach	180-24
r.	Instructional Assistant-Behavior Intervention	181-24
s.	Instructional Assistant-Special Education	182-24
t.	Student Supervision Assistant	183-24
u.	Nutrition Services Assistant III	184-24
v.	Nutrition Services Assistant I	185-24
w.	Accounting Assistant III	186-24

Motion made by: Tristan Aley

Seconded by: Susan Meyer

Commissioner Susan Meyer was excited that there were so many promotions on the eligible lists. She inquired if the Instructional Assistant promotions were employees moving to positions with more hours. Kristen Clark explained that there are tiers of Instructional Assistants and mostly staff were promoted up to higher levels in the Instructional Assistant group.

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

9. APPROVAL OF NEW JOB CLASSIFICATION OF COORDINATOR III, PURCHASING AND CONTRACTS

It was recommended that the members of the Personnel Commission approve the proposed new job classification of Coordinator III, Purchasing and Contracts and that the salary for this class be placed on the Management Salary Schedule at Range 6001.

Ms. Clark explained that through discussions with the Assistant Superintendent, Chief Business Officer Jeff Trader and the Director, Purchasing and Warehouse Jon Geiszler, the class description for this position was developed based on the need to manage the higher-level responsibilities of the department. She also responded to related questions from those in attendance.

Motion made by: Tristan Aley
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

10. ADOPT PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2024-2025:

It was recommended that the members of the Personnel Commission adopt the Personnel Commission Budget for the fiscal year 2024-2025 as presented.

Motion made by: Tristan Aley
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

11. PERSONNEL DIRECTOR:

Ms. Clark highlight the following items:

- Thanked the Commissioners for allowing the Commission Meeting to be delayed for 30 minutes so that she could participate in a joint new employee orientation presentation with Classified CSEA Chapter 18.
- Reminded the Commissioners about the process earlier in the school year of implementing the increased hours for the various types of Instructional Assistants (IAs). Within the Memorandum of Understanding related to those increases, it stated in part that employees who do not wish to accept the increase in hours at this time will have one year to remain in their position at the current hours, but at the end of the year, the requirement of the position will increase to include the additional hour(s).

Ms. Clark has contacted the 26 individuals who choose not to accept the additional hours at that time, to review the options that are available to them.

- Ms. Clark emphasized the 6 vacancies within the Grounds Maintenance Department were through a domino effect based on movement within the department including the opening of two additional positions along with retirements. Most of these vacancies were filled through promotions.
- Ms. Clark noted that since April 18, 2024, the Personnel Commission office has made 28 job offers, 22 have been accepted, 4 are still pending and 2 were declined. Ms. Clark noted that there has been a huge increase in candidates wanting to negotiate salaries.
- Ms. Clark took a moment to explain the reasoning behind the Open and Continuous positions.

- Thirty-four positions were filled, including 7 promotions, 17 new hires, 1 displaced, 3 moved from 10 or 11 months to 12 months positions, 2 rehires, and 3 reinstatements. Four substitute custodians were hired.
- Reminded Commissioners about ACE Day and thanked them for agreeing to participate.

12. COMMISSIONERS' REMARKS:

- Commissioner Metoyer announced that Newport-Mesa Federation of Teachers reelected Rhonda Reed as President.
- The Personnel Commission Association of Southern California (PCASC) will be holding their election of Officers and Directors for the 2024-2026 PCASC Board of Directors. NMUSD's Commissioner Susan Meyer is on the slate as a returning Board Member. Ballots are to be submitted no later than May 21, 2024.

13. NEXT MEETING DATE: Thursday, June 13, 2024, at 4:00 p.m., Board Room

14. ADJOURNMENT: 5:03 p.m.