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

June 13, 2024 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES:

Charlene J. Metoyer, Chairperson, called the meeting to order with a moment of 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
Valerie Martinez, Human Resources Technician

Visitors present:

Amy Ching, President, CSEA Chapter 18
Eleanor Rebard, CSEA Chapter 18

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for June 13, 2024.

Motion made by: Susan Meyer
Seconded by: Tristan Aley

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 May 16, 2024.

Motion made by: Tristan Aley
Seconded by: Susan Meyer

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.	School Administrative Assistant-Elementary	83-24
b.	Campus Safety Facilitator	84-24
c.	Bus Monitor	85-24

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.	Coordinator III, District Safety	187-24
b.	Instructional Assistant	188-24
c.	Instructional Assistant-Early Learning	189-24
d.	School Office Assistant	190-24
e.	Student Supervision Assistant	191-24
f.	Instructional Assistant-Special Education	192-24
g.	Office Assistant-Bilingual	193-24
h.	Instructional Assistant-Behavior Intervention	194-24
i.	Nutrition Services Assistant II ~~Cover~~	195-24
j.	Instructional Assistant-Early Learning	196-24
k.	Student Supervision Assistant	197-24
l.	Instructional Assistant-Special Education	198-24
m.	Instructional Assistant-Behavior Intervention	199-24
n.	Instructional Assistant-Extended Day Program	200-24
o.	Nutrition Services Assistant I	201-24
p.	Instructional Assistant	202-24
q.	Secondary Office Support Specialist	203-24

Motion made by: Susan Meyer
Seconded by: Tristan Aley

Commissioner Susan Meyer noted that item 7.i, Nutrition Services Assistant II Cover title did not match the backup document provided. It was acknowledged that item 7.i. should be "Nutrition Services Assistant II.

Motion to approve items 7.a – 7.q as amended.

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

8. PERSONNEL DIRECTOR:

Ms. Clark highlight the following items:

- Announced that an offer has been made and accepted to fill the Coordinator III, District Safety position.
- Ms. Clark noted that since last month's Personnel Commission meeting, 23 job offers have been made, of which 22 were accepted and 1 declined.
- Thirteen Authorization to Employee forms have been signed, with fourteen awaiting requisitions for the 2024 – 2025 school year.
- Twenty replacement positions have been filled and seven new positions. Eighteen of the twenty-seven positions were new people to the District, three promotions, one rehire, 2 transfers and 2 substitutes.
- Ms. Clark stated that the recent session of CSEA Negotiations went very well, and the next meeting was scheduled session for June 28, 2024.

9. COMMISSIONERS' REMARKS:

- Commissioner Metoyer acknowledged Instructional Assistant-Special Education Sally Dasaro who is retiring after serving high school students and the District for over 47 years.
- Commissioner Meyer summarized her attendance, with Commissioner Metoyer, at the Personnel Commission Association of Southern California (PCASC) training and dinner titled "Working with Stakeholders and Making Good Decisions". The topic covered building relationships with superintendents, board members, unions and staff because they all play an important role in the operation of the Commission. The presentation was made by Director, Human Resources Classified Dr. Anil S. Muhammed of Huntington Beach Union HSD.
- Commissioner Meyer has been re-appointed to serve on the PCASC Board. She also announced that the next California School Personnel Commission Association Conference will be held in Southern California.
- A brief discussion was held regarding a review of the Personnel Commission Rules.
- Commissioner Metoyer questioned the need for the typing score ranges for District clerical positions. Director Clark informed the Commission that the requirement for typing/keyboarding is being reviewed with the expectation that there will be changes in the upcoming 2024-2025 school year. This was followed by a discussion on the need for and use of typing/keyboarding in certain District clerical positions.

10. NEXT MEETING DATE: Thursday, July 14, 2024, at 4:00 p.m., Board Room

11. ADJOURNMENT: 4:32 p.m.