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

September 19, 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
Theresa Nguyen, Associate Human Resources Analyst
Luz Gonzalez, Associate Human Resources Analyst

Visitors present:

Valeria Martinez
Amber Schumacher, CSEA Chapter 18
Eleanor Rebard, CSEA Chapter 18

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for September 19, 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 August 15, 2024, be adopted as submitted.

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.	Supervisor, Payroll	23-25
b.	Manager, Maintenance and Operations	24-25

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.	Instructional Assistant-Behavior Intervention	12-25
b.	Instructional Assistant	13-25
c.	Student Supervision Assistant	14-25
d.	Instructional Assistant-Extended Day Program	15-25
e.	Nutrition Services Assistant I	16-25
f.	Instructional Assistant-Special Education	17-25
g.	Instructional Assistant-Early Learning	18-25
h.	Coordinator III, Purchasing and Contracts	19-25
i.	Nutrition Services Assistant I Cover	20-25
j.	Lead Technology Support Technician	21-25
k.	Instructional Assistant-Behavior Intervention	22-25
l.	Instructional Assistant-Special Education	23-25
m.	Instructional Assistant	24-25
n.	School/Community Facilitator	25-25
o.	Occupational Therapist	26-25
p.	Nutrition Services Assistant I	27-25
q.	School Office Assistant	28-25
r.	Student Supervision Assistant	29-25
s.	Instructional Assistant-Bilingual	30-25
t.	Health Assistant	31-25
u.	Instructional Assistant-Extended Day Program	32-25
v.	Lead Warehouse Worker/Delivery Driver	33-25

w.	Bus Monitor	34-25
x.	Custodian	35-25
y.	Instructional Assistant-Behavior Intervention	36-25
z.	Instructional Assistant-Early Learning	37-25

Motion made by: Susan Meyer
Seconded by: Tristan Aley

A correction to item 7.h was provided prior to start of the meeting.

Commissioner Susan Meyer commented on the high scores on item 7.x Custodian.

Commissioner Charlene Metoyer had a question regarding substitutes on eligibility lists and Director Kristen Clark explained the process.

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

8. APPROVED – CLASSIFICATION MODIFICATION: DELEGATED BEHIND THE WHEEL TRAINER

It was recommended that modifications to the classification Delegated Behind the Wheel Trainer be approved. These modifications have no additional pay allocation.

Ms. Clark explained that there is only one Delegated Behind the Wheel Trainer position. Ms. Clark explained the general changes that were made after consultation with the Director of Transportation.

Motion made by: Tristan Aley
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

9. PERSONNEL DIRECTOR:

Ms. Clark highlighted the following items:

- Since July 19, 2024, the Personnel Commission staff have made 129 offers for positions; 101 offers were accepted, 23 declined and 5 are still pending. We have filled 88 classified positions, of which 15 were promotions, 35 were new hires, 18 transfers, 5 rehires others included reinstatements and increased hours. There were also 8 individuals added to the Bus Driver Trainee Program, which is a paid program.
- Ms. Clark noted that staff have been able to fill after-school program positions, which had been difficult in the past.
- The Tentative Agreement between CSEA and The District has been ratified by the employees and approved by the Board, which included a 7% salary increase retroactive to July 1, 2024.

10. ANNOUNCEMENT OF INTENDED JOINT APPOINTEE TO THE PERSONNEL COMMISSION

Susan Meyer, Classified Employee Appointee and Charlene Metoyer, Board Appointee to the Personnel Commission announced Tristan Aley as their intended Joint Appointee to the Personnel Commission.

11. COMMISSIONER'S REMARKS – No additional comments were made by the Commissioners.

12. NEXT MEETING DATE: Thursday, October 17, 2024, at 4:00 p.m., Board Room

13. ADJOURNMENT: 4:31 p.m.