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

November 21, 2024 – 4:05 p.m.

MINUTES

1. OPENING CEREMONIES:

Charlene Metoyer, Chairperson, called the meeting to order with a moment of reflection followed by the Pledge of Allegiance to the flag.

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:

Christi Winslow, Human Resources Analyst
V-Esther Caldwell, Administrative Assistant-Confidential
Elizabeth Peterson, Human Resources Technician

Visitors present:

Amy Ching, President, CSEA Chapter 18
Diego Ortega, CSEA Labor Relations Representative
Amber Schumacher, CSEA, Chapter 18
Eleanor Rebard, CSEA, Chapter 18

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for November 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 October 17, 2024, as amended.

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.	Ground Maintenance Worker	34-25
b.	Instructional Assistant-Bilingual	35-25
c.	Office Assistant Bilingual	36-25
d.	Payroll Technician	37-25
e.	Lead Instructional Assistant-Extended Day Program	38-25
f.	Receptionist	39-25
g.	Health Assistant Cover	40-25

Motion made by: Susan Meyer
Seconded by: Tristan Aley

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.	Nutrition Services Assistant I	55-25
b.	Instructional Assistant-Extended Day Program	56-25
c.	Instructional Assistant	57-25
d.	Student Supervision Assistant	58-25
e.	Instructional Assistant-Behavior Intervention	59-25
f.	Instructional Assistant-Special Education	60-25
g.	Campus Safety Facilitator	61-25
h.	Warehouse Worker/Delivery Driver	62-25
i.	Student Supervision Assistant	63-25

j.	Nutrition Services Assistant I	64-25
k.	Instructional Assistant-Extended Day Program	65-25
l.	Nutrition Services Assistant I	66-25
m.	Warehouse Worker II/Delivery Driver	67-25
n.	Student Supervision Assistant	68-25
o.	Instructional Assistant-Early Learning	69-25
p.	Instructional Assistant-Behavior Intervention	70-25

Motion made by: Tristan Aley
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

8. APPROVED – CLASSIFICATION MODIFICATION: RECEPTIONIST

It was recommended that modifications to the classification Receptionist be approved. These modifications have no additional pay allocation.

Ms. Clark explained the general changes that were made to this position, which included input by Leona Olson, Assistant Superintendent, Chief Human Resources Officer.

Motion made by: Susan Meyer
Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

9. PERSONNEL DIRECTOR:

Ms. Clark highlight the following items:

- Since the last Commission meeting, 22 offers for positions were made, including 4 Bus Driver Trainee positions; 18 offers were accepted; 2 are pending and 2 declined.
- Thirty Authorization to Employee forms have been signed, including 27 new positions, 1 reinstatement, and a few promotions.
- Since January 1, 2024, the District has added 65 new positions, with 14 being added since the last meeting.
- Ms. Clark stated that due to technical challenges, the Classified Orientation scheduled for Wednesday, November 27, 2024, had to be postponed until December 11, 2024.
- Ms. Clark sent notifications reminding managers to submit their Classified Employee of the Year applications in as soon as possible.

- Ms. Clark checked with the Commissioners for their input regarding the swearing in of Commissioner Tristan Aley at the next meeting. Would they like to invite the Board President, or would they prefer having one of the Commissioners administer the oath? It was determined that it was important to have participation by the Board.

- Ms. Clark informed the Commission that she would not be available on December 19, 2024 for the regularly scheduled meeting and requested that the meeting be rescheduled for the week of December 9, 2024.

10. PUBLIC HEARING – JOINT APPOINTEE TO THE PERSONNEL COMMISSION

Public Hearing opened: 4:18 pm. Public Hearing closed: 4:19 pm.

In accordance with 45246(f), the Personnel Commission provided the public, employees, and employee organizations the opportunity to express their views. There were no presentations to the Personnel Commission regarding the joint appointee to the Personnel Commission.

11. APPOINTMENT OF PERSONNEL COMMISSIONER MR. TRISTAN L. ALEY

It was recommended that Board and Union Appointees consider action in accordance with California Education Code 45246(f) to reappoint Mr. Tristan L. Aley as Personnel Commissioner.

Motion made by: Charlene Metoyer
Seconded by: Susan Meyer

Votes:

Tristan Aley	Abstained
Charlene Metoyer	Yes
Susan Meyer	Yes

12. COMMISSIONERS' REMARKS:

Commissioner Meyer shared information she received at a Personnel Commissions Association of Southern California luncheon/presentation held on November 19, 2024, entitled "Leveraging Emotional Intelligence to Reduce the Risk of Being Sued by Your Employees".

13. NEXT MEETING DATE: Wednesday, December 11, 2024, at 4:15 p.m., in the Board Room.

14. ADJOURNMENT: 4:38 p.m.