

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

December 11, 2024 – 4:15 p.m.

MINUTES

1. OPENING CEREMONIES:

The meeting opened 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
Theresa Nguyen-Lorenzo, Associate Human Resources Analyst
Luz Gonzalez, Associate Human Resources Analyst
V-Esther Caldwell, Administrative Assistant-Confidential

Visitors present:

Eleanor Rebard, CSEA, Chapter 18

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for December 11, 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 November 21, 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. PUBLIC NOTICE: REORGANIZATION

OATH OF OFFICE

Ms. Carol Crane, President of the Newport-Mesa Unified School Board of Education, administered the oath of office to Commissioner Tristan Aley. The Board and Union Appointees approved Mr. Aley as Joint Appointee to the Personnel Commission at its November 21, 2024, meeting. The appointment took effect at noon on December 1, 2024.

Personnel Commission Oath: "I, Tristan L. Aley, do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of my position as a Newport-Mesa USD Personnel Commissioner of which I am about to enter."

The members of the Personnel Commission elect the chairperson and vice-chairperson for the calendar year 2025.

Tristan Aley, elected Chairperson

Motion by Susan Meyer, Seconded by Charlene Metoyer

Votes:

Tristan Aley	Abstained
Charlene Metoyer	Yes
Susan Meyer	Yes

Susan Meyer, elected Vice-Chairperson

Motion by Charlene Metoyer, Seconded by Tristan Aley

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Abstained

7. RATIFICATION OF VACANCY ANNOUNCEMENTS:

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

- | | |
|--|-------|
| a. Manager, Maintenance and Operations | 41-25 |
| b. Custodian (Substitute Only) | 42-25 |
| c. Assistant Director, Maintenance and Operations | 43-25 |
| d. Accounting Assistant III | 44-25 |
| e. School Registrar II – High School | 45-25 |
| f. Nutrition Services Assistant II | 46-25 |
| g. Instructional Assistant-Behavior Intervention Cover | 47-25 |

Motion made by: Susan Meyer
Seconded by: Charlene Metoyer

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. Instructional Assistant	71-25
b. Bus Monitor	72-25
c. Instructional Assistant-Extended Day Program	73-25
d. Coordinator III, Purchasing and Contracts	74-25
e. Grounds Maintenance Worker	75-25
f. Nutrition Services Assistant I	76-25
g. Instructional Assistant-Special Education	77-25
h. Bus Driver	78-25
i. Student Supervision Assistant	79-25
j. Instructional Assistant-Early Learning	80-25
k. Instructional Assistant-Extended Day Program	81-25

Motion made by: Charlene Metoyer
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

9. PERSONNEL DIRECTOR:

Ms. Clark highlight the following items:

- Provided an update on the new employee orientation held today. Over one hundred classified staff members were invited, and eighteen individuals registered, with the majority attending. The orientation was led by Director Clark and Amber Schumacher, 1st Vice President of CSEA Chapter 18. Commissioner Susan Meyer was also present. The session included a lively question-and-answer period with active participation from attendees.
- The Classified School Employee of the Year committee met and selected the NMUSD nominees. Because the employees have not been notified, Director Clark was unable to share their names.
- Dates for the online software training that the Personnel Commission office holds are being finalized. Hopefully, classes will begin in January 2025.
- Since the last Commission meeting, twenty job offers were extended. Of these, eleven were accepted, one was declined, and the remaining offers are still pending. Additionally, five offers were made and accepted for the Bus Driver Trainee Program.

- Twelve Authorization to Employee forms have been signed, including two promotions, six new positions, two substitutes becoming permanent employees, one reinstatement, and one transfer.
- Director Clark informed the Commissioners that she will be out of the office for two weeks beginning December 16, 2024.

10. COMMISSIONERS' REMARKS:

- Commissioner Meyer shared her experience attending the new employee orientation and asked about the type of orientation provided to employees when they start. Director Clark explained that Human Resources offers a brief introductory overview during the hiring process when paperwork is finalized. However, most of the orientation is tailored to the specific department or site where the employee will work. The new employee orientation also provides an opportunity for employees to meet Director Clark and the CSEA representative, who presents a brief overview of the organization's history and the benefits of CSEA membership.
- Commissioner Meyer shared that on January 9, 2025, there would be an installation for CSEA Chapter 18 officers.
- Commissioner Metoyer inquired whether union officers are elected annually. In response, union member Eleanora Rebard provided an explanation of the union election process.

11. NEXT MEETING DATE: Thursday, January 16, 2025, at 4:00 p.m., NMUSD Board Room.

12. ADJOURNMENT: 4:34 p.m.