

# 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

February 16, 2023 – 4:00 p.m.

### MINUTES

#### 1. OPENING CEREMONIES:

Susan Meyer, Chairperson, called the meeting to order with a silent invocation followed by the Pledge of Allegiance.

#### 2. ROLL CALL:

Commission roll call was taken and the following were present:

Susan G. Meyer, Chairperson  
Charlene J. Metoyer, Vice-Chair  
Tristan L. Aley, Commissioner  
Kristen M. Clark, Secretary to the Personnel Commission

Staff present:

Christi Winslow, Human Resources Analyst  
Brandon Provencal, Associate Human Resources Analyst  
Elizabeth Peterson, Human Resources Technician

Visitors present:

Stu Tedford, CSEA Chapter 18 President  
Amy Ching, CSEA Chapter 18  
Eleanor Rebard, CSEA Chapter 18  
Amber Schumacher, CSEA Chapter 18  
Valeria Martinez-Soria, Human Resources Technician

#### 3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for February 16, 2023, as corrected.

Motion made by: Tristan Aley  
Seconded by: Charlene Metoyer

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 January 19, 2023, as submitted.

Motion made by: Charlene Metoyer  
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 as submitted:

- |   |       |
|---|-------|
| a. Maintenance Electrician                      | 57-23 |
| b. School Administrative Assistant-Elementary   | 58-23 |
| c. School Administrative Assistant-Intermediate | 59-23 |
| d. Systems Engineer                             | 60-23 |
| e. Executive Assistant-Superintendent           | 61-23 |
| f. Instructional Assistant-Bilingual            | 62-23 |

Motion made by: Tristan Aley  
Seconded by: Charlene Metoyer

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), as submitted, be certified

- |  |        |
|--|--------|
| a. Lead Technology Support Technician                | 121-23 |
| b. Nutrition Services Assistant I                    | 122-23 |
| c. Office Assistant I                                | 123-23 |
| d. School/Community Facilitator                      | 124-23 |
| e. Job Transition Coach                              | 125-23 |
| f. Student Supervision Assistant                     | 126-23 |
| g. Instructional Assistant-Technology II             | 127-23 |
| h. Instructional Assistant-Extended Day Program      | 128-23 |
| i. Bus Monitor                                       | 129-23 |
| j. Lead Job Transition Specialist                    | 130-23 |
| k. Custodian – Substitutes Only                      | 131-23 |
| l. Lead Instructional Assistant-Extended Day Program | 132-23 |

m.	Administrative Assistant II	133-23
n.	Warehouse Worker/Delivery Driver	134-23
o.	Instructional Assistant	135-23
p.	Instructional Assistant-Behavior Intervention	136-23
q.	Data Network Technician	137-23
r.	Information Technology Technician	138-23
s.	Athletic Equipment Attendant-Male	139-23
t.	Instructional Assistant-Early Learning	140-23
u.	Student Supervision Assistant	141-23
v.	Grounds Maintenance Worker	142-23
w.	Technology Support Technician	143-23
x.	Instructional Assistant-Extended Day Program	144-23
y.	Instructional Assistant-Early Learning	145-23
z.	Health Assistant	146-23
aa.	Instructional Assistant-Special Education	147-23
bb.	Instructional Assistant	148-23
cc.	Instructional Assistant-Behavior Intervention	149-23
dd.	Office Assistant II	150-23
ee.	Bus Driver	151-23
ff.	Nutrition Services Assistant II	152-23

Motion made by: Charlene Metoyer  
 Seconded by: Tristan Aley

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

## 8. EXTENTION OF ELIGIBLE LIST:

It was recommended that the following eligibility list be extended.

a.	Custodian – Extended to 05/11/23	127-22
b.	School Administrative Assistant-Elementary – Extended to 07/18/23	6-23

Motion made by: Tristan Aley  
 Seconded by: Charlene Metoyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

## 9. PERSONNEL DIRECTOR:

Ms. Clark highlighted the following items:

- Attended the Labor-Management Initiative on February 2, 2023. Also in attendance were local representatives from CSEA, NMFT and District management, including Superintendent Dr. Wesley Smith and Board President Ashley Anderson. The purpose of the meeting was to promote dual collaboration, trust and active communication. The meeting was led by members of the California Labor-Management Institute. CSEA Chapter President Stu Tedford added that a meeting of this nature lends itself to the cooperation and good relations between the unions and the

District; for an example, the Superintendent and a bus driver got to relate on a different level. Additional meetings of this type will be upcoming.

- Appreciating Classified Employees, (ACE Day) is back. More information should be disseminated by the end of March. Ms. Clark gave a brief summary of ACE Day, which will be held on May 25, 2023.
- Online Software Training has started, and 17 people attended the first class which was held on February 13, 2023. The next class is scheduled for March 8, 2023, with additional classes scheduled through May 2023.
- Shared that during the month of December, classified staff made 53 offers of employment and 27 offers have been made this month. Since the current Personnel Commission meeting agenda was posted, 9 additional eligible lists have been created, with 2 pending. In comparison, currently, 129 eligible lists have been created and for the last school year, there were a total of 149 eligible list produced.
- Commissioner Susan Meyer reported on the 2023 California School Personnel Commissioners Association, (CSPCA), Annual Conference, “Bridging the Gap with Merit: How Merit Systems Create Value Through Collaboration”, which was held January 22 – 24, 2023. The conference was well attended by members and staff of the District’s Personnel Commission as well as CSEA, Chapter 18 President Stu Tedford. Ms. Clark was also a presenter at the event. Ms. Meyer reviewed some of the areas that will be affected due to changes that were in effect during COVID which are being rescinded and/or revised and their effect on sections of the Brown Act associated with public meeting as well as other legal areas. Commissioner Meyer summarized that through conversations with other attendees and commissioners, she learned that our Commission works exceptionally well because we follow the letter of the law. She emphasized that our staff pay particular attention to the rules. Classified meets with management where things are discussed and worked out prior to decisions being made. Commissioner Charlene Metoyer agreed with Commissioner Meyer on the importance of following the rules.
- Ms. Clark’s presentation at the CSPCA conference, “Creating a Leadership Program for Classified Employees”, spotlighting the District’s Leadership Institute, which includes both classified and certificated staff.

**10. NEXT MEETING DATE: Thursday, March 16, 2023, at 4:00 p.m.**

**11. ADJOURNMENT: 4:17 p.m.**