

# **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 10, 2022 – 4:00 p.m.

### **MINUTES**

#### **1. OPENING CEREMONIES:**

Tristan Aley, 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:

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

Staff present:

Christi Winslow, Human Resources Analyst  
V-Esther Caldwell, Administrative Assistant–Confidential  
Theresa Nguyen-Lorenzo, Associate Human Resources Analyst  
Elizabeth Peterson, Human Resources Technician

Visitors present:

Charlene Metoyer, NMUSD 2022 Board Vice-President  
Eleanor Rebard, CSEA Chapter 18  
Amy Ching, CSEA Chapter 18  
Rose Hedegard, CSEA Chapter 18  
Holly DeCarvalho, Supervisor, Human Resources  
Valeria Martinez-Soria, Human Resources Technician

#### **3. ADOPTION OF AGENDA:**

It was recommended that the Commission adopt the agenda for November 10, 2022 as presented.

Motion made by: Kenneth Wayman  
Seconded by: Susan Meyer

Votes:

Tristan L. Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

#### **4. APPROVAL OF MINUTES:**

It was recommended that the Commission adopt the minutes of the regular meeting of October 27, 2022.

Motion made by: Susan Meyer  
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	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. Warehouse Worker/Delivery Driver                  | 36-23 |
| b. Ground Maintenance Worker                         | 37-23 |
| c. Instructional Assistant-Special Education Cover   | 38-23 |
| d. Lead Instructional Assistant-Extended Day Program | 39-23 |
| e. School/Community Facilitator                      | 40-23 |
| f. Athletic Equipment Attendant-Male                 | 41-23 |

Motion made by: Kenneth Wayman  
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

#### **7. CERTIFICATION OF NEW ELIGIBILITY LISTS:**

It was recommended that the following eligibility list(s), as submitted, be certified

- |  |       |
|--|-------|
| a. School/Community Facilitator                  | 68-23 |
| b. Instructional Assistant-Behavior Intervention | 69-23 |
| c. Instructional Assistant-Extended Day Program  | 70-23 |
| d. Student Supervision Assistant                 | 71-23 |
| e. Information Technology Technician             | 72-23 |
| f. Senior Systems Engineer                       | 73-23 |
| g. Accompanist                                   | 74-23 |
| h. Nutrition Services Assistant II               | 75-23 |
| i. Instructional Assistant                       | 76-23 |
| j. Office Assistant III                          | 77-23 |
| k. Administrative Assistant II                   | 78-23 |

l.	Manager, Nutrition Services Operations/Distribution	79-23
m.	Instructional Assistant-Special Education	80-23
n.	Student Supervision Assistant	81-23
o.	Instructional Assistant-Extended Day Program	82-23
p.	Systems Engineer	83-23

Motion made by: Susan Meyer  
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

**8. PERSONNEL DIRECTOR:**

Ms. Clark highlighted the following items:

- Information regarding the upcoming 2023 California School Personnel Commission Association has been sent to the Commissioners and staff. Ms. Clark will be making a presentation at the conference regarding the District's Leadership Institute.
- Highlighted the number of eligibility lists that have been produced to date.
- Shared that during the two-week period since the last meeting, there have been 3 new hires and 4 promotions. We have hired over 200 employees since July 1, 2022. The District has added 56 positions this calendar year, totaling 46.4 Full-Time Equivalent (FTE) and with that, we are well over 1,600 budgeted classified positions, including 9 recently added office assistant bilingual positions, which is wonderful, but this increased volume presents a challenge to our team.
- Ms. Clark is looking into every aspect of increasing our applicant pool, from educating current staff on the application and testing process, to job fairs and advertising in areas not explored previously, such as LinkedIn.
- The State of California Director of the Department of Finance certified that based on the annual inflation rate from July 1, 2021-June 30, 2022, under Labor Code section 1182.12(c)(3)(A), the state hourly minimum wage must be increased to \$15.50 an hour effective January 1, 2023.
- Reminded the staff that the new commissioner will be sworn in at the December meeting.
- Acknowledged Mr. Kenneth Wayman for his outstanding service to the Personnel Commission.

**9. NEXT MEETING DATE: Thursday, December 15, 2022 at 4:00 p.m., Board Room.**

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