

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

October 27, 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:

Stuart Tedford, CSEA Chapter 18 Interim President
Charlene Metoyer, NMUSD 2022 Board Vice-President
Eleanor Rebard, CSEA Chapter 18
Valeria Martinez-Soria, Human Resources Technician
Serena Yu, Human Resources Technician
Rose Hedegard, CSEA Chapter 18

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for October 27, 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 September 29, 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:

NMUSD Board of Education Vice President Charlene Metoyer announced plans to honor Mr. Kenneth Wayman for his service as the Board representative to the Personnel Commission. The date will be forthcoming.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS:

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

a. Library Media Technician I	28-23
b. Maintenance Technician	29-23
c. School Attendance Assistant	30-23
d. Custodian (Substitute Only)	31-23
e. Supervisor, Nutrition Services	32-23
f. Assistant Director, Maintenance & Operations	33-23
g. Office Assistant I	34-23
h. Bus Monitor	35-23

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

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. Instructional Assistant	54-23
b. Student Supervision Assistant	55-23
c. Accountant	56-23
d. Maintenance Technician	57-23
e. Instructional Assistant-Special Education	58-23
f. Instructional Assistant-Early Learning	59-23
g. Instructional Assistant-Behavior Intervention	60-23

h.	Instructional Assistant-Extended Day Program	61-23
i.	Instructional Assistant	62-23
j.	Supervisor, Warehouse	63-23
k.	Nutrition Services Assistant II	64-23
l.	Student Supervision Assistant	65-23
m.	Nutrition Services Assistant I	66-23
n.	Computer Software Analyst I	67-23

There was a motion to approve by Ms. Susan Meyer, who also presented a question regarding clarification of the “Dual Certification” classification associated with the item 7.j – Supervisor, Warehouse. Kristen Clark explained what Dual Certification stood for and the reasoning behind utilizing a particular type of certification based on the position type. Ms. Meyer also inquired as to why there was only one candidate listed for item 7.d – Maintenance Technician. Ms. Clark explained that only one candidate passed the criteria and testing process for that position. Due to the lack of three eligible candidates, the hiring department requested that the position be re-posted.

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:

- At its regular meeting on October 27, 2022, the Board of Education voted to approve Ms. Charlene Metoyer as the replacement for Mr. Kenneth Wayman who is retiring as the Board representative to the Personnel Commission.
- At that same meeting, the Board approved a Memo of Understanding (MOU) between NMUSD and CSEA Chapter 18 regarding the new salary schedule with full support from Superintendent, Dr. Wesley Smith to begin the payroll process with the Orange County Board of Education. CSEA will be voting on the MOU later tonight.
- With the retirement of Pam Saunders, Stuart (Stu) Tedford is the interim President of CSEA Chapter 18. CSEA Chapter 18 is currently going through their nomination process for their Executive Board, which should be completed in December 2022.
- Nominations are being accepted until November 10, 2022, for the Classified School Employee of the Year program. There are nine categories: Clerical and Administrative Services; Custodial and Maintenance Services; Food and Nutrition Services; Health and Student Services; Paraprofessionals; Security Services; Skilled Trades; Technical Services; and Transportation. After inquiry by Ms. Metoyer, Ms. Clark noted that anyone may nominate a classified employee for this award.
- In response to CSEA requests for job specific training for their members during past negotiations, Staff Development Day was restructured. On November 1, 2022, the District is requiring specific mandatory school safety training. The “I Love U Guys Foundation Standard Response Protocol” training is being provided at the direction of the Board of Education and coordinated by the Director of Risk Management, Jonathan Wilby. Additionally, training is being provided by various departments, including Special Education, Early Childhood and Afterschool Programs, Education Services, Nutrition Services, Transportation, and Maintenance and Operations. Our office will be providing CPR/First Aid/AED training. Various other mandatory/legally required trainings that are

due throughout the school year, such as suicide prevention and anti-bullying, will also be made available as well.

- Christi Winslow and Theresa Nguyen will be attending the Southern California Personnel Commission Association (SCPCA) recruiting brainstorming/problem solving discussion being held in Downey on Friday, October 28, 2022. We are still waiting information on the SCPCA Annual Conference scheduled to be held in Long Beach, CA in 2023.
- The new NMUSD/CSEA Agreement has been published and is available on the CSEA Chapter 18 website.
- Ms. Clark shared that as of today's date, 74 eligibility lists have been created and presently 7 recruitments are in the process of being finalized. As of this date, we have filled 216 classified positions: 151 of those were replacements and 65 were brand new positions. Of the 216 positions, 83 were new hires, 39 were transfers, 35 were promotions, 18 were substitutes hired into regular positions, 11 were transfers with increased hours, 9 were reinstatements, 8 were rehire, 8 were displaced employees, and a few were considered range lower (bus driver moving to a custodial position). Currently, we have 207 vacant classified positions, not including 107 positions without requisitions. Classified positions have increased over recent years from around 1,300 to over 1,600 budgeted and approved positions.

9. NEXT MEETING DATE: Thursday, November 10, 2022 at 4:00 p.m., TBD.

10. ADJOURNMENT: 4:31 p.m.