

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

January 16, 2025 – 4:01 p.m.

MINUTES

1. OPENING CEREMONIES:

Tristan Aley, Chairperson, called the meeting to order with a moment of reflection 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-Chairperson
Charlene J. Metoyer, Commissioner
Kristen M. Clark, Secretary to the Personnel Commission

Staff present:

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

Visitors present:

Amy Ching, President, CSEA Chapter 18
Amber Schumaker, CSEA Chapter 18

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for January 16, 2025.

Motion made by: Charlene Metoyer
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 December 11, 2024, be adopted as corrected.

Motion made by: Susan Meyer
Seconded by: Charlene Metoyer

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. Job Transition Specialist | 48-25 |
| b. Bus Monitor | 49-25 |
| c. Delegated Behind the Wheel Trainer | 50-25 |
| d. College Guidance Specialist – CANCELLED | 51-25 |
| e. Lead Instructional Assistant-Extended Day Program | 52-25 |

Commissioner Susan Meyer asked for clarification regarding the “negotiated salary” statement on item 6.c, which was explained by Director Kristen Clark.

Director Clark also explained the reason for the cancelation of item 6.d

Motion made by: Charlene Metoyer
Seconded by: Susan Meyer

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. Instructional Assistant-Behavior Intervention | 82-25 |
| b. Instructional Assistant-Bilingual | 83-25 |
| c. Nutrition Services Assistant I | 84-25 |
| d. Student Supervision Assistant | 85-25 |
| e. Office Assistant-Bilingual | 86-25 |
| f. Instructional Assistant-Special Education | 87-25 |
| g. Instructional Assistant-Early Learning | 88-25 |
| h. Administrative Assistant I | 89-25 |
| i. Technology Support Technician | 90-25 |
| j. Payroll Technician | 91-25 |
| k. Receptionist | 92-25 |
| l. Administrative Assistant-Confidential | 93-25 |
| m. Nutrition Services Assistant I | 94-25 |
| n. Student Supervision Assistant | 95-25 |
| o. Custodian – Substitute Only | 96-25 |
| p. Instructional Assistant-Behavior Intervention | 97-25 |

Motion made by: Susan Meyer
Seconded by: Charlene Metoyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

8. PERSONNEL DIRECTOR:

Ms. Clark highlight the following items:

- Informed the Commissioners of the upcoming Personnel Commissions Association of Southern California's Annual Luncheon and Workshop on February 13, 2025. Commissioners Meyer stated that she would be attending.
- NMUSD 2025 Classified Employee of the Year names have been submitted to the Orange County Department of Education. The nominees are School Administrative Assistant-HS Alternative Campus Kelly Davis in the Clerical and Administrative Services category and Lead Instructional Assistant-Extended Day Program Yesenia Rosales in the Paraprofessional Services category. The candidates will be officially acknowledged at the May 20, 2025, Board Meeting.
- Online Software Training classes have been scheduled and announced.
- Director Clark presented staffing data since the December 12, 2025 meeting. There were 34 offers made, 30 accepted, 3 declined and 1 still pending. Twenty-three Authorizations to Employ's were signed, which included 12 new employees, 2 promotions, 3 substitutes to permanent positions, 3 transfers, as well as re-hirers, transfers and reinstatements.

In response to a question from Commissioner Metoyer, Director Clark explained the process from an offer being made until the Authorization to Employ is signed.

From July 1, 2025, until this meeting, 227 classified positions have been filled, with 104 being instructional in nature along with, 6 Bus Drivers; 10 Custodians; 2 Coordinators; 17 Nutrition Services Assistants I; 6 School Community Facilitators; 12 Student Supervision Assistants; and more. Of the 227 positions, 60 were new positions and the rest were replacements positions.

9. COMMISSIONERS' REMARKS:

Susan Meyer commented on the CSEA Installation Ceremony. In response to a question from Director Clark, Amy Ching, President, CSEA Chapter 18, explained the changes in the manner in which the installation ceremony is now conducted.

Commissioner Meyer elaborated on the upcoming PCASC Luncheon noting that the speaker would be Kristine Kwon.

10. **NEXT MEETING DATE:** Thursday, February 27, 2025, at 4:00 p.m., Board Room. The regularly scheduled March meeting was changed to March 27, 2025, and a change to the date of the June meeting is to be researched and discussed at a later meeting.

11. ADJOURNMENT: 4:36 p.m.