

# NEWPORT-MESA UNIFIED SCHOOL DISTRICT

## Office of the Personnel Commission

Regular Meeting of the Personnel Commission  
Sanborn Assembly Room  
2985 Bear Street, Costa Mesa, CA 92626

March 27, 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:

Christi Winslow, Human Resources Analyst  
V-Esther Caldwell, Administrative Assistant-Confidential  
Luz Gonzalez, Associate Human Resources Analyst  
Elizabeth Peterson, Human Resources Technician

Visitors present:

Valeria Martinez, Human Resources Technician  
Amy Ching, President, CSEA Chapter 18  
Amber Schumaker, 1<sup>st</sup> Vice President, CSEA Chapter 18

#### 3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for March 27, 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 February 27, 2025, be adopted as submitted.

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. Bus Monitor                                | 54-25 |
| b. Health Assistant                           | 55-25 |
| c. School Office Assistant                    | 56-25 |
| d. School Administrative Assistant-Elementary | 57-25 |
| e. Head Custodian                             | 58-25 |
| f. Information Technology Technician          | 59-25 |

Commissioner Susan Meyer inquired about the backup documentation for item 6.f, which was emailed to Commissioners prior to the Personnel Commission meeting and copies were also made available at the start of the meeting.

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. Bus Driver                                        | 118-25 |
| b. Student Supervision Assistant                     | 119-25 |
| c. Instructional Assistant-Special Education         | 120-25 |
| d. Delegated Behind the Wheel Trainer                | 121-25 |
| e. Custodian – Substitutes Only                      | 122-25 |
| f. Maintenance and Operations Manager                | 123-25 |
| g. Instructional Assistant-Early Learning            | 124-25 |
| h. Nutrition Services Assistant I                    | 125-25 |
| i. Instructional Assistant-Special Education         | 126-25 |
| j. Instructional Assistant-Extended Day Program      | 127-25 |
| k. Student Supervision Assistant                     | 128-25 |
| l. Instructional Assistant-Behavior Intervention     | 129-25 |
| m. Lead Instructional Assistant-Extended Day Program | 130-25 |
| n. Office Assistant III                              | 131-25 |
| o. Custodian – EXTENDED                              | 35-25  |

Motion made by: Susan Meyer  
Seconded by: Charlene Metoyer

Votes:

|                  |     |
|------------------|-----|
| Tristan Aley     | Yes |
| Charlene Metoyer | Yes |
| Susan Meyer      | Yes |

#### **8. APPROVAL OF CLASSIFICATION MODIFICATION: SCHOOL BUS COVER DRIVER**

It was recommended that modifications to the classification School Bus Cover Driver be approved. These modifications have no additional pay allocation.

Director Kristen Clark provided the reasoning behind the proposed modifications.

Commissioner Susan Meyer raised questions about the inclusion of additional clerical duties. Director Clark clarified that these clerical responsibilities were not new but had been performed under a different designation.

Commissioner Meyer also inquired about the software that might be used to perform these clerical duties and whether it might hinder promotional opportunities. Director Clark indicated that these duties and responsibilities would not present an obstacle to those seeking promotion.

Motion made by: Susan Meyer  
Seconded by: Charlene Metoyer

Votes:

|                  |     |
|------------------|-----|
| Tristan Aley     | Yes |
| Charlene Metoyer | Yes |
| Susan Meyer      | Yes |

#### **9. PERSONNEL DIRECTOR:**

Ms. Clark highlight the following items:

- A morning Online Software Training class for classified employees who are unable to attend the evening sessions was held on March 25, 2025, from 11:00 am. – 12:30 p.m.
- Director Clark is expecting more information regarding the number of classified positions involved in the Supplemental Employee Retirement Plan (SERP). Currently, she has been made aware that about 45 classified staff have shown an interest. The deadline for submittal of SERP documents is April 1, 2025, and staff have until April 7, 2025, if they choose to rescind their application.

Director Clark noted that Leona Olson, Assistant Superintendent, Chief Human Resources Officer, announced that she would be retiring. Jeff Trader, Assistant Superintendent, Chief Business Officer, also has plans to retire at the end of this school year.

District Superintendent, Dr. Wesley Smith, has announced that due to the number of Assistants Superintendents who have indicated they will be leaving at the end of the school year, he has contracted with an outside agency, which we have never done before, to run those recruitments. Although the outside agency has already run the recruitment for Mr. Trader's position, Director

Clark informed the Commission that because it is classified position, our office is obligated to also run the recruitment.

Currently, Director Clark is involved in budgeting/HR staffing meetings with schools and during that time, in an effort to be as proactive as possible, she is inquiring of the principals if they are aware of any staff showing interest in participating in the early retirement plan. From those conversations, a list of positions is being created in order to prepare and/or update recruitments as needed.

- Director Clark noted that since the February 27, 2025, meeting, 33 offers have been made, 21 accepted, 8 declined and 4 still pending. There were also 20 offers made for substitute positions including 14 substitute custodians. There were 4 individuals selected to begin the Bus Driver Training Program.

Twenty-four Authorization to Employee forms have been signed, including 5 promotions, 11 new hires and the balance were for substitutes positions.

- Next month will be the first review of the 2025-2026 Personnel Commission budget.

**10. COMMISSIONERS' REMARKS:**

No Commissioner Remarks

**11. NEXT MEETING DATE:** Thursday, April 17, 2025, at 4:00 p.m.

**12. ADJOURNMENT: 4:26 p.m.**