

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

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

April 24, 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
Theresa Nguyen-Lorenzo, Associate Human Resources Analyst
Elizabeth Peterson, Human Resources Technician

Visitors present:

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

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for April 24, 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 March 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. Instructional Assistant	60-25
b. Supervisor, Custodial Operations	61-25
c. School Bus Cover Driver – Promotional Only	62-25
d. Chief Business Official	63-25
e. Lead Grounds Maintenance Worker	64-25
f. Library Media Technician	65-25
g. Maintenance Technician	66-25
h. Manager, Nutrition Services Operations/Distribution	67-25
i. Preschool Teacher	68-25
j. Job Transition Coach	69-25
k. Instructional Assistant-Technology II	70-25
l. Instructional Assistant-Bilingual	71-25
m. Human Resources Technician	72-25
n. Credentials Specialist	73-25
o. Accounting Assistant III	74-25
p. Accountant	75-25
q. School Administrative Assistant-High School Alternative	76-25
r. Secondary Office Support Specialist	77-25
s. Administrative Assistant II	78-25
t. School Attendance Assistant	79-25
u. School Attendance Technician	80-25
v. Computer Software Analyst II	81-25
w. Nutrition Services Assistant II	82-25
x. Nutrition Services Assistant III	83-25
y. Vehicle Mechanic	84-25
z. Supervisor, Nutrition Services	85-25

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-Early Learning	132-25
b.	Nutrition Services Assistant I	133-25
c.	Nutrition Services Assistant I Cover	134-25
d.	Student Supervision Assistant	135-25
e.	Instructional Assistant-Special Education	136-25
f.	Assistant Director, Maintenance and Operations	137-25
g.	Instructional Assistant-Extended Day Program	138-25
h.	Bus Monitor	139-25

Motion made by: Charlene Metoyer
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

8. APPROVAL OF CLASSIFICATION MODIFICATION: ACCOMPANIST

It was recommended that modifications to the classification Accompanist be approved. These modifications have no additional pay allocation.

Director Kristen Clark provided the reasoning behind the minor modification.

Motion made by: Susan Meyer
Seconded by: Charlene Metoyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

9. APPROVAL OF CLASSIFICATION MODIFICATION: SUPERVISOR, CENTRAL KITCHEN

It was recommended that modifications to the classification Supervisor, Central Kitchen be approved. These modifications have no additional pay allocation.

Director Kristen Clark provided the reasoning behind the minor modification.

Motion made by: Susan Meyer
Seconded by: Charlene Metoyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

10. APPROVAL OF CLASSIFICATION MODIFICATION: SUPERVISOR, NUTRITION SERVICES

It was recommended that modifications to the classification Supervisor, Nutrition Services be approved. These modifications have no additional pay allocation.

Director Kristen Clark provided the reasoning behind the minor modification.

Motion made by: Charlene Metoyer
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

11. APPROVAL OF CLASSIFICATION MODIFICATION: SUPERVISOR, TRANSPORTATION OPERATIONS

It was recommended that modifications to the classification Supervisor, Transportation Operations, be approved. These modifications have no additional pay allocation.

Director Kristen Clark provided the reasoning behind the proposed modifications.

Motion made by: Charlene Metoyer
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

12. APPROVAL OF CLASSIFICATION MODIFICATION: VEHICLE MECHANIC

It was recommended that modifications to the classification Vehicle Mechanic be approved. These modifications have no additional pay allocation.

Director Kristen Clark provided the reasoning behind the proposed modifications.

Motion made by: Susan Meyer
Seconded by: Charlene Metoyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

13. APPROVAL OF CLASSIFICATION MODIFICATION: ADMINISTRATIVE ASSISTANT-CONFIDENTIAL, PERSONNEL COMMISSION

It was recommended that modifications to the classification Administrative Assistant-Confidential, Personnel Commission be approved. These modifications have no additional pay allocation.

Director Kristen Clark provided the reasoning behind the proposed modifications.

Motion made by: Susan Meyer
Seconded by: Charlene Metoyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

14. APPROVAL OF CLASSIFICATION MODIFICATION: INSTRUCTIONAL ASSISTANT-BEHAVIOR INTERVENTION

It was recommended that modifications to the classification Instructional Assistant-Behavior Intervention be approved. These modifications have no additional pay allocation.

Director Kristen Clark provided the reasoning behind the proposed modifications.

Motion made by: Charlene Metoyer
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

15. FIRST READING/SCHEDULE PUBLIC HEARING – PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2025–2026

It is recommended that the members of the Personnel Commission schedule the public hearing for the 2025-2026 Fiscal Year Budget at its next Commission meeting, May 15, 2025, at 4:00 p.m.

The proposed budget was presented as an informational item only. Director Kristen Clark noted that the Personnel Commission gave the District back \$35,540.00. Removed from the budget: under “Equipment – New Non Cap,” \$27,540.00 originally set aside for office remodeling; under “Computer Equipment – Non Cap”, \$5,000.00 for new computers, now provided by the District; under “Contract Services” \$3,000.00 for copier/printer supplies and service, now covered by the District.

The total budget increase of \$32,115.00 was due to items outside the department’s control, such as salaries and benefits.

Motion made by: Charlene Metoyer
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

16. PERSONNEL DIRECTOR:

Ms. Clark highlights the following items:

- A morning Online Software Training session for classified employees was held on April 23, 2025, (11:00 am. – 12:30 pm). The final session for the 2024-2025 school year is scheduled for Monday, April 28, 2025, at 4:30 pm.
- Appreciating Classified Employees (ACE) Day will be held in May. Director Clark will be coordinating final details with Amy Ching, President, CSEA Chapter 18.
- A New Employee Orientation was held on April 23, 2025. Amy Ching, President, CSEA Chapter 18 and Amber Schumaker, 1st Vice President, CSEA Chapter 18 attended. The orientation had a diverse group of participants.
- Ms. Clark noted the impact of the Supplemental Employee Retirement Plan (SERP). It resulted in 46 vacant positions, encompassing 67 classified employees. Due to intense preparation, our department was able to quickly post open positions following the SERP approval. Most anticipated open positions were posted between April 15 – 17, 2025.

Other positions are still under review by managers and may require updates prior to posting, and other positions already have current eligible lists, and names have been certified out to the managing authority.

Ms. Clark noted that six Human Resources staff members are participating in the early retirement plan.

- Ms. Clark noted that since the March 27, 2025 meeting, 23 offers have been made, 17 accepted, 4 declined and 2 are still pending. Ms. Clark signed 18 Authorization to Employ forms, including 2 promotions, 12 new hires and substitutes moving to permanent positions. These represent 17 replacement positions and 1 new position. Nine unclassified positions were filled including 1 bus driver trainee, the 8 substitute custodians.
- Commissioner Meyer wanted confirmation that all positions vacated due to the SERP program were known and are being posted or certified out, to which Ms. Clark acknowledged. As of today, 22 of the 46 positions have been posted. Ms. Clark also noted that to manage the volume, the remaining postings are being staggered. The last day for the employees who participated in the SERP program will be the last day of their work calendar year.

17. COMMISSIONERS' REMARKS:

- Commissioner Metoyer received confirmation that the Chief Business Officer position has been posted and is now closed. Christi Winslow, Human Resources Analyst, reported that interviews are scheduled for May 1 and 2, 2025. A panel has been selected, and 12 candidates are scheduled for interviews.
- Commissioner Meyer announced that Newport-Mesa Unified School District will host a PCASC dinner/workshop titled "Hiring and Evaluating Personnel Directors" on May 12, 2025. The presenters will be Commissioner Susan Meyer and Director Kristen Clark.

Commissioner Meyer also announced the new president of the PCASC Board is Joan Stiegelmar.

18. NEXT MEETING DATE: Thursday, May 15, 2025, at 4:00 p.m.

19. ADJOURNMENT: 4:34 p.m.