

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

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

July 17, 2025 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES:

Tristan Aley, Chairperson, called the meeting to order with a silent 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
Luz Gonzalez, Associate Human Resources Analyst
Theresa Nguyen-Lorenzo, Associate Human Resources Analyst
Elizabeth Peterson, Human Resources Technician

Visitors present:

Tracy Knibb, Assistant Superintendent Chief Human Resources Officer
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 July 17, 2025.

Motion made by: Charlene Metoyer
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

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4. APPROVAL OF MINUTES:

It was recommended that the Commission adopt the minutes of the regular meeting of June 26, 2025, be adopted.

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. Campus Safety Facilitator Cover	102-25
b. Student Supervision Assistant	1-26
c. Instructional Assistant-Special Education	2-26
d. Instructional Assistant-Behavior Intervention	3-26
e. Instructional Assistant-Extended Day Program	4-26
f. Instructional Assistant	5-26
g. Instructional Assistant-Early Learning	6-26
h. Warehouse Worker/Delivery Driver	7-26
i. Health Assistant	8-26
j. Health Assistant-Cover	9-26
k. Bus Monitor	10-26
l. Nutrition Services Assistant I	11-26
m. Nutrition Services Assistant II Cover	12-26
n. Bus Driver Trainee	13-26
o. Office Assistant II	14-26

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. School Administrative Assistant - CORRECTED	178-25
b. Instructional Assistant-Behavior Intervention	179-25
c. School Attendance Technician	180-25
d. School Attendance Assistant	181-25
e. Administrative Assistant II	182-25
f. School Office Assistant	183-25

g.	Supervisor, Nutrition Services	1-26
h.	Nutrition Services Assistant I	2-26
i.	Data Network Technician	3-26
j.	Facilities Analyst	4-26
k.	Administrative Assistant/Confidential-Personnel Commission	5-26
l.	Administrative Assistant/Confidential	6-26

Motion made by: Susan Meyer
Seconded by: Charlene Metoyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

8. APPROVAL OF CLASSIFICATION MODIFICATION: MAINTENANCE LOCKSMITH

It was recommended that modifications to the classification Maintenance Locksmith be approved as amended. These modifications have no additional pay allocation.

Director Kristen Clark shared that there are only two positions in this classification, and one became vacant due to the early retirement incentive. The job description had not been updated since 2016 and prior to running a recruitment Administrative Director Lance Bidnick reviewed and submitted recommended updates. Director Clark met with the remaining locksmith, who was able to review the proposed changes and found no issue with the updates.

Motion made by: Charlene Metoyer.
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

9. PERSONNEL DIRECTOR:

Director Clark highlighted the following items:

- Introduced Tracy Knibb who is the new Assistant Superintendent of Human Resources, Chief
- Since the June meeting there were 50 offers, 37 of which were accepted, 5 that were declined and 8 that were still pending. Additionally, 6 unclassified bus driver trainee offers were made, 5 were accepted and 1 was declined.
- Signed 29 Authorization to Employ (ATE) forms, which included 7 promotions.
- The team had filled 48 of 64 vacancies that resulted from the Supplemental Employee Retirement Program (SERP) had been filled.

10. COMMISSIONERS' REMARKS:

Commissioner Metoyer congratulated the Commission staff for all their hard work related to the SERP.

11. NEXT MEETING DATE: Thursday, August 21, 2025, at 4:00 p.m., Board Room

12. ADJOURNMENT: 4:27 p.m.