

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

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

August 21, 2025 - 4:00 p.m.

MINUTES

1. OPENING CEREMONIES:

Susan Meyer, Vice 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:

Susan G. Meyer, Vice-Chairperson
Charlene J. Metoyer, Commissioner
Kristen M. Clark, Secretary to the Personnel Commission

Staff Present:

Victoria Villa, Administrative Assistant-Confidential
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 August 21, 2025.

Motion made by: Charlene Metoyer

Seconded by: Susan Meyer

Votes:

Charlene Metoyer	Yes
Susan Meyer	Yes

4. APPROVAL OF MINUTES:

It was recommended that the Commission adopt the minutes of the regular meeting of July 17, 2025.

Motion made by: Charlene Metoyer

Seconded by: Susan Meyer

Votes:

Charlene Metoyer	Yes
Susan Meyer	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION:

No public comment cards were submitted, and no presentations were made.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS:

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

a.	Accompanist	15-26
b.	Administrative Assistant I	16-26
c.	Bus Driver	17-26
d.	Office Assistant Bilingual	18-26
e.	Job Transition Specialist	19-26
f.	Technology Support Technician	20-26
g.	Lead Technology Support Technician	21-26
h.	Maintenance Locksmith	22-26
i.	School Community Facilitator	23-26
j.	Preschool Site Facilitator	24-26
k.	Instructional Assistant-Bilingual	25-26
l.	Data Network Technician	26-26

Motion made by: Charlene Metoyer

Seconded by: Susan Meyer

Votes:

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 Attendance Technician – CORRECTED	180-25
b.	Health Assistant	7-26
c.	Health Assistant Cover	8-26
d.	Bus Monitor	9-26
e.	Grounds Maintenance Worker	10-26
f.	Instructional Assistant	11-26
g.	Instructional Assistant – Extended Day Program	12-26
h.	Instructional Assistant – Early Learning	13-26
i.	Nutrition Services Assistant I	14-26
j.	Bus Driver	15-26
k.	Maintenance Plumber	16-26
l.	Grounds Equipment Operator	17-26
m.	Secondary Office Support Specialist	18-26
n.	Supervisor, Central Kitchen	19-26
o.	Coordinator Credentials	20-26
p.	Nutrition Services Assistant I Cover	21-26
q.	School Community Facilitator	22-26
r.	Payroll Technician	23-26

s.	Campus Safety Facilitator Cover	24-26
t.	Campus Safety Facilitator	25-26
u.	Instructional Assistant–Behavior Intervention	26-26
v.	Instructional Assistant–Special Education	27-26
w.	Student Services Assistant	28-26

Susan Meyer noted corrections to the numbering on the Eligibility List u, v, w in the Agenda Packet:

- Instructional Assistant-Behavior Intervention was listed as 27-26; the correct listing is 26-26 (previously skipped).
- Instructional Assistant-Special Education was listed as 28-26; the correct listing is 27-26.
- Student Services Assistant was listed as 29-26; the correct listing is 28-26.

Charlene Metoyer made a motion to approve the ratification list a-w as corrected.

Seconded by: Susan Meyer

Votes:

Charlene Metoyer	Yes
Susan Meyer	Yes

8. PERSONNEL DIRECTOR:

Director Kristen Clark shared the following updates:

- Ms. Clark reported that since the last meeting on July 17, 2025, her team has made 115 offers. Of these, 97 have been accepted, 8 declined, and 10 are still pending.
- Ms. Clark signed Authorizations to Employ (ATE) for 116 individuals. Of these, 26 were for new positions, 74 were replacements, and 16 involved program moves within classrooms. Additionally, 14 aides who were displaced were reassigned, 45 individuals were newly hired to the district, 11 received promotions, and 36 were transfers.
- Ms. Clark highlighted that all new staff, including a large number of Behavioral Intervention (BI) staff and Special Education aides, began their assignments on time, with no reported issues or complaints regarding placements.
- She noted that the Special Education department minimized the use of agency staff due to the district's success in filling vacancies with permanent hires.
- Regarding the Supplemental Employee Retirement Program (SERP), 61 of 63 positions created by early retirement have been filled. The remaining two positions, the Locksmith and Manager of Grounds, are in the oral exam phase and are expected to be filled soon.
- All six vacancies within the HR department have been filled, with the last position, Coordinator of Credentials, recently accepted, bringing the department to full staffing and ready to support ongoing operations.
- Ms. Clark also shared that staff members interested in attending the Value of Merit PD on September 24 in Downey have been confirmed, with arrangements being coordinated through Victoria Villa.

- Ms. Clark introduced Victoria, noting her many years with the district, her experience in several roles, and that her position and the position vacated by Kathleen Leary have been filled through promotions.

9. COMMISSIONERS' REMARKS:

- Ms. Meyer shared that she was recently elected to serve on the State Personnel Commissioners' Board, representing the commissioner position. She will serve on both the local and state boards, with meetings conducted via Zoom.
- The registration deadline for the upcoming one-day mini-conference, Value of Merit, has been extended to September 5, 2025.
- Charlene Metoyer thanked Kristen for answering her question about the School Community Facilitator positions and for clearly explaining the process, which helped her better understand how the vacancies and postings were handled.
- Ms. Metoyer also thanked Tracy and Kristen for attending the recent board meeting to explain the commissioner appointment process. She appreciated their clear explanations, noting that it helped board members better understand the process and the important role of the Personnel Commission.
- Ms. Metoyer reflected on her experience serving on the board and emphasized the importance of directing questions to the proper channels rather than trying to solve them personally, highlighting the value of clear communication and process understanding.
- Ms. Metoyer recognized the opportunity to observe the special education presentation at the board meeting, noting that it provided useful insights and reinforced the importance of the Personnel Commission's work in supporting district operations.
- Ms. Meyer suggested that the Personnel Commission consider requesting a board liaison to attend meetings, to help board members better understand the department's work and operations. No commitment or decision was made regarding this suggestion at the time.
- She also recommended inviting a board member to attend the upcoming one-day mini-conference, Value of Merit, to provide insight into the hiring process, the quality of employees being selected, and the overall impact of the Personnel Commission on district operations. This suggestion was offered for consideration, without a confirmed response.
- Ms. Meyer emphasized the importance of transparency and relationship-building with the board, noting that these steps could help address any questions or misunderstandings about the department's work.

10. NEXT MEETING DATE: Thursday, September 18, 2025, at 4:00 p.m., Board Room

11. ADJOURNMENT: 4:22 p.m.