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

September 18, 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
Elizabeth Peterson, Human Resources Technician
Luz Gonzalez, Associate Human Resources Analyst
Theresa Nguyen-Lorenzo, Associate Human Resources Analyst
Tracy Knibb, Assistant Superintendent, Chief Human Resources Officer
Valeria Martinez, Human Resources Technician
Victoria Villa, Administrative Assistant-Confidential

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 September 18, 2025.

Motion made by: Susan Meyer
Seconded by: Charlene Metoyer

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 August 21, 2025.

Motion made by: Charlene Metoyer
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
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.	Instructional Assistant-Bilingual	27-26
b.	Transportation Dispatcher/Scheduler	28-26
c.	Lead Warehouse Worker/Delivery Driver	29-26

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.	Preschool Site Facilitator	29-26
b.	Warehouse Worker/Delivery Driver	30-26
c.	Instructional Assistant	31-26
d.	Nutrition Services Assistant II Cover	32-26
e.	Instructional Assistant-Early Learning	33-26
f.	Instructional Assistant-Special Education	34-26
g.	Instructional Assistant-Extended Day Program	35-26
h.	Student Supervision Assistant	36-26
i.	Manager Grounds Maintenance	37-26
j.	Instructional Assistant-Behavior Intervention	38-26
k.	Office Assistant II	39-26
l.	Bus Monitor	40-26

m.	Instructional Assistant-Early Learning	41-26
n.	Supervisor, Custodial Operations	42-26
o.	Accompanist	43-26
p.	Computer Software Analyst I	44-26
q.	Instructional Assistant	45-26
r.	Office Assistant-Bilingual	46-26
s.	Nutrition Services Assistant I	47-26
t.	Nutrition Services Assistant I Cover	48-26
u.	Instructional Assistant-Special Education	49-26

Motion made by: Susan Meyer
Seconded by: Charlene Metoyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

8. APPROVAL OF CLASSIFICATION MODIFICATION: TRANSPORTATION DISPATCH/SCHEDULER

Director Kristen Clark shared that the updates to Transportation Dispatch/Scheduler were consistent with certifications updated for other similar positions in Transportation. The Director reviewed the proposed modifications and agreed that this classification should reflect the same changes.

Motion made by: Susan Meyer
Seconded by: Charlene Metoyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

9. PERSONNEL DIRECTOR:

Director Kristen Clark shared the following updates:

- Staff attending the Value of Merit PD on September 24, 2025, have been confirmed.
- The CSPCA Personnel Analyst Career Enhancement Program has been launched, and three district analysts are registered to attend.
- District participation in Chapman University's Fall Career Fair on September 25, 2025, has been coordinated, with representation from both classified and certificated staff.
- Since the last meeting, 47 offers were made, with 32 accepted, 5 declined, and 10 pending.
- 35 Authorizations to Employ were processed, filling classified positions ranging from Grounds Equipment Operator to Student Supervision Assistant, Payroll Technician, and others.

- The majority of new positions filled were for Special Education or Early Learning TK classrooms, based on student IEPs or mandated classroom ratios.

- Four internal promotions were completed.

- Two substitute bus drivers were hired in September; both had completed the district's paid Bus Driver Trainee Program.

10. COMMISSIONERS' REMARKS:

- Ms. Metoyer expressed appreciation for support during her recent appointment as the Board's intended appointee, with confirmation of the vote expected next month.

- Ms. Meyer discussed interest in upcoming professional development and carpooling arrangements for attendees.

11. NEXT MEETING DATE: Thursday, October 16, 2025, at 4:00 p.m., Board Room

12. ADJOURNMENT: 4:10 p.m.