

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

October 16, 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
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

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:

Amy Ching, President, CSEA Chapter 18, made a public presentation. She thanked Director Kristen Clark and the Commissioners for inviting her to the PCASC conference, which she described as fabulous and insightful. Ms. Ching particularly appreciated the opportunity to connect with representatives from other districts.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS:

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

- | | |
|------------------------------------|-------|
| a. Custodian | 30-26 |
| b. Lead Custodian Promotional Only | 31-26 |
| c. Manager, Grounds Maintenance | 32-26 |
| d. School Office Assistant | 33-26 |
| e. Preschool Site Facilitator | 34-26 |

Motion made by: Susan Meyer

Seconded by: Charlene Metoyer

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: Charlene Metoyer

Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

8. PERSONNEL DIRECTOR:

Director Kristen Clark shared the following updates:

- Director Clark invited the Commissioners to a Halloween event in the Transportation Department on October 31, 2025, at 9:30 a.m. The event is decorated for children. The flyer with event details will be emailed to the Commissioners.
- Communication regarding Classified Employee of the Year nominations was sent to supervisors and managers at the end of September. Several nominations have already been received.
- Educational Services is holding a Classified Staff Development Day on November 5, 2025, with 6 different sessions. Director Clark expressed being impressed with the thoughtfulness and organization that went into planning.
- The upcoming CSPCA conference will be held in San Diego, tentatively scheduled for March 15–17, 2026. Director Clark was invited to present and asked the Commissioners for suggestions on topics. Commissioner Metoyer suggested technology as a potential topic.
- Conference week is next week, and Director Clark, along with other HR staff, will be out at the sites to provide support. She noted that visiting sites is valuable for HR staff to gain a different perspective and a better understanding of the work being done.
- Since the last meeting, 44 offers have been made, of which 34 have been accepted. Of these, 9 were for Instructional Assistants-Behavior Intervention and 9 were for Instructional Assistants-Special Education. Eight offers were made to Bus Driver Trainees, with six accepted so far. Three internal promotions were completed.

- Twenty-two replacements and seven new hires were processed, including positions such as Student Supervision Assistants, Instructional Assistants-Behavior Intervention, and Instructional Assistant- Special Education.

9. COMMISSIONERS' REMARKS:

- Ms. Metoyer shared that the PCASC Conference was engaging and valuable. She commented that it helped her better understand her own generational perspective and expressed appreciation for the opportunity to attend.
- Ms. Meyer noted that the first workshop was both humorous and insightful, highlighting the challenges HR employees face in addressing the needs of multiple generations. She emphasized the value of networking at the conference and mentioned that the upcoming San Diego conference is costly, which should be considered in planning.
- Ms. Metoyer added that she will share upcoming Personnel Commission meeting dates with the Board so they may attend if desired.

10. NEXT MEETING DATE: Thursday, November 20, 2025, at 4:00 p.m., Board Room

11. ADJOURNMENT: 4:27 p.m.