

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

November 20, 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:

Amy Ching, CSEA President
Christi Winslow, Human Resources Analyst
Luz Gonzalez, Associate Human Resources Analyst
Theresa Nguyen, Associate Human Resources Analyst
Tracy Knibb, Assistant Superintendent, Chief Human Resources Officer
Valeria Martinez, Human Resources Technician
Victoria Villa, Administrative Assistant-Confidential

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for November 20, 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 October 16, 2025.

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, and no presentations were made.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS:

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

a. Lead Instructional Assistant-Extended Day Program	35-26
b. School Administrative Assistant-Elementary	36-26
c. Office Assistant III	37-26
d. Office Assistant II	38-26
e. Manager, Maintenance and Operations	39-26
f. Grounds Maintenance Worker	40-26
g. School Bus Cover Driver Promotional Only	41-26
h. Theater Support Technician	42-26
i. Custodian	43-26
j. School Community Facilitator	44-26

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:

Recommendation is made that the following eligibility list(s) be certified.

a. Transportation Dispatcher/Scheduler	69-26
b. Instructional Assistant-Bilingual	70-26
c. Instructional Assistant-Behavior Intervention	71-26
d. Data Network Technician	72-26
e. Lead Warehouse Worker/Delivery Driver	73-26

f.	Instructional Assistant-Behavior Intervention	74-26
g.	Instructional Assistant-Extended Day Program	75-26
h.	Instructional Assistant-Special Education	76-26
i.	Nutrition Services Assistant I Cover	77-26
j.	Student Supervision Assistant	78-26
k.	Custodian (Substitute Only)	79-26
l.	Instructional Assistant-Special Education	80-26
m.	Bus Monitor	81-26

Motion made by: Susan Meyer
Seconded by: Charlene Metoyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

8. PERSONNEL DIRECTOR:

Director Kristen Clark shared the following updates:

- Director Clark highlighted the Classified Staff Development Day held on November 5, 2025. HR technicians participated in the event and provided positive feedback, noting the sessions were particularly relevant to their work. The event was well-received.
- Staff members attending the upcoming CSPCA conference in March were reminded to make their own hotel reservations, as accommodation is filling quickly.
- Since the last meeting, 41 offers have been made, including 11 for Instructional Assistants–Behavior Intervention (BI), with 30 offers accepted and 5 pending. Positions also included one substitute Nutrition Services Assistant, a substitute Custodian, and Bus Drivers. Two individuals who began as substitute bus drivers successfully transitioned into permanent substitute Bus Driver positions, demonstrating the success of the district’s training program.
- Director Clark has signed 39 Authorizations to Employ, which include 20 replacements, 11 new positions, and 7 promotions.
- Since July 1, 2025, the commission has filled 254 classified positions out of approximately 1,600, with 340 offers made during this period, reflecting continued recruitment efforts.
- Director Clark noted that arrangements for the Board Appointee swearing-in ceremony in December are being coordinated, with outreach to the Board president to confirm attendance.

9. COMMISSIONERS’ REMARKS:

- Ms. Meyer acknowledged the ongoing efforts of the Personnel Department in managing classified staff recruitment and highlighted the positive feedback from the Classified Staff Development Day.
- Ms. Meyer shared that she had registered to attend the upcoming CSPCA conference and noted the arrangements for early and late hotel accommodations had been confirmed.

- Ms. Metoyer reported that she had followed up with the Board via email to thank them for her appointment and welcome them to the meeting, providing details for the next scheduled meeting and ensuring clear communication with Board members.
- Commissioners highlighted the value of continued communication and engagement with the Board, including sharing approved minutes and providing transparency about Personnel Commission activities.
- Ms. Metoyer noted that she sometimes receives questions from employees about their duties or classification and redirects them to HR or CSEA for guidance.
- Ms. Metoyer sought clarification on comments Amy Ching, CSEA President, had shared at the recent NMUSD Board meeting. Amy explained that some negotiation discussions were not fully resolved due to timing and that she was simply letting the Board know she wanted to continue collaborating and discussing duties and classifications.
- Ms. Metoyer inquired about attending the upcoming leadership induction event, and Amy Ching confirmed that formal invitations would be sent to board members to encourage participation.

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

11. ADJOURNMENT: 4:20 p.m.