

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

December 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:

Amy Ching, CSEA President
Christi Winslow, Human Resources Analyst
Elizabeth Peterson, Human Resources Technician
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 December 18, 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 November 20, 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. PUBLIC NOTICE: REORGANIZATION OATH OF OFFICE

Ms. Leah Ersoylu, President of the Newport-Mesa Unified School Board of Education, administered the oath of office to Charlene Metoyer. Ms. Metoyer was approved by the Board of Education as its appointee to the Personnel Commission at its October 21, 2025, meeting. The appointment took effect at noon on December 1, 2025.

Personnel Commission Oath: "I, Charlene J. Metoyer, do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of my position as a Newport-Mesa USD Personnel Commissioner of which I am about to enter."

The members of the Personnel Commission elect the chairperson and vice-chairperson for the calendar year 2026.

Susan G. Meyer, elected Chairperson
Motion by Tristan L. Aley, Seconded by Charlene Metoyer

Votes:

Susan G. Meyer	Abstained
Tristan L. Aley	Yes
Charlene Metoyer	Yes

Charlene Metoyer, elected Vice-Chairperson
Motion by Susan G. Meyer, Seconded by Tristan L. Aley

Votes:

Susan G. Meyer	Yes
Tristan L. Aley	Yes
Charlene Metoyer	Abstained

7. RATIFICATION OF VACANCY ANNOUNCEMENTS:

Recommendation is made that the following vacancy announcement(s) be ratified.

- | | |
|------------------------------------|-------|
| a. Nutrition Services Assistant II | 45-26 |
| b. Maintenance Locksmith | 46-26 |

Motion made by: Charlene Metoyer

Seconded by: Tristan Aley

Votes:

Susan Meyer	Yes
Charlene Metoyer	Yes
Tristan Aley	Yes

8. CERTIFICATION OF NEW ELIGIBILITY LISTS:

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

- | | |
|--|-------|
| a. Preschool Site Facilitator | 82-26 |
| b. Bus Driver | 83-26 |
| c. Instructional Assistant-Behavior Intervention | 84-26 |
| d. Lead Custodian | 85-26 |
| e. Lead Instructional Assistant-Extended Day Program | 86-26 |
| f. Nutrition Services Assistant I | 87-26 |
| g. Student Supervision Assistant | 88-26 |
| h. Instructional Assistant-Special Education | 89-26 |
| i. Grounds Maintenance Worker | 90-26 |
| j. School Office Assistant | 91-26 |
| k. School Bus Cover Driver | 92-26 |
| l. Instructional Assistant-Behavior Intervention | 93-26 |
| m. Office Assistant III | 94-26 |
| n. Bus Driver | 95-26 |
| o. Instructional Assistant-Special Education | 96-26 |
| p. Nutrition Services Assistant I | 97-26 |

Motion made by: Tristan Aley

Seconded by: Charlene Metoyer

Votes:

Susan Meyer	Yes
Charlene Metoyer	Yes
Tristan Aley	Yes

9. FIRST READING OF PROPOSED CHANGE OR PERSONNEL COMMISSION RULES AND REGULATIONS CHAPTER 7, RULE 7.2.6

- Director Kristen Clark provided an overview of proposed changes to Personnel Commission rule regarding placement when working in a higher classification. The first paragraph was revised for clarity with a “Salary Placement” heading, and pronouns were updated to be inclusive. A minor correction was made regarding calendar days.
- The second paragraph of the proposed modification relates to salary placement when working in a higher classification. For more than 35 years, the district has followed a practice of providing employees working out of class with at least a 5% salary increase when determining placement on the salary range of the higher classification. Compensation earned while working out of class has historically been treated as reportable to CalPERS and included in total compensation for retirement calculations.
- During a recent CalPERS audit, it was identified that although this practice has been longstanding, there is no existing contract language, board policy/regulation, or Commission rule that formally authorizes it. CalPERS has notified the district that without formally approved language, it cannot consider this compensation for retirement purposes—an issue that would affect both current employees and past retirees.
- The proposed modification formalizes the long-standing practice and ensures compliance with CalPERS’ requirements.

10. PERSONNEL DIRECTOR:

Director Kristen Clark shared the following updates:

- Director Clark noted that we have created a new guide on the website to help internal and external candidates better understand the classified application process. The guide provides a quick overview of how to apply, explains common terms such as oral exams and performance evaluations, and offers tips for preparing. Plans include adding additional information and resources to support applicants.
- Director Clark provided an overview of SB 848, noting that HR has been collecting the required information and is developing an efficient workflow to support the new tracking and reporting requirements.
- Since the last meeting, 29 offers have been made, with 27 accepted, one declined, and one pending. Positions included seven Instructional Assistants–Behavior Intervention, five Special Education aides, three bus drivers, and multiple student supervision assistants.
- The three bus drivers were hired through the district’s bus driver training program, demonstrating the program’s continued success.
- Thirteen substitute custodian offers were also made, with 11 accepted and three pending.
- Director Clark has signed 28 Authorizations to Employ, including seven promotions, supporting both replacements and internal advancement opportunities.

11. COMMISSIONERS’ REMARKS:

- Ms. Meyer thanked Tristan for serving as Chair this past year and noted that he kept the meetings organized and efficient.

12. NEXT MEETING DATE: Thursday, January 15, 2026, at 4:00 p.m., Board Room

13. ADJOURNMENT: 4:29 p.m.

All documents referred to in this agenda, not exempt from public disclosure under the California Records Act, are available for public inspection at the Personnel Commission Office located at 2985-A Bear Street, Costa Mesa, CA 92626, online at www.nmusd.us, and at the public meeting of the Personnel Commission.

Any individual with a disability who requires reasonable accommodation to participate in a Commission meeting may request assistance by contacting the Personnel Commission Office at 2985-A Bear Street, Costa Mesa, CA 92626. Phone Number: 714-424-5047, Fax Number: 714-424-7572. Notification not later than noon on the day preceding the Commission meeting will enable the Commission to make reasonable arrangements to assure accessibility to this meeting.