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

January 15, 2026 - 4:00 p.m.

MINUTES

1. OPENING CEREMONIES:

Susan Meyer, 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, Chairperson
Charlene Metoyer, Vice-Chairperson
Tristan L. Aley, 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
Valeria Martinez, Human Resources Technician
Victoria Villa, Administrative Assistant-Confidential

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for January 15, 2026.

Motion made by: Charlene Metoyer
Seconded by: Tristan Aley

Votes:

Susan Meyer	Yes
Charlene Metoyer	Yes
Tristan Aley	Yes

4. APPROVAL OF MINUTES:

It was recommended that the Commission adopt the minutes of the regular meeting of December 18, 2025.

Motion made by: Tristan Aley
Seconded by: Charlene Metoyer

Votes:

Susan Meyer	Yes
Charlene Metoyer	Yes
Tristan Aley	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION:

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

6. RATIFICATION OF VACANCY ANNOUNCEMENTS:

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

a.	Credentials Specialist	47-26
b.	School Administrative Assistant-High School Alternative Campus	48-26
c.	Custodian (Substitute Only)	49-26

Motion made by: Charlene Metoyer
Seconded by: Tristan Aley

Votes:

Susan Meyer	Yes
Charlene Metoyer	Yes
Tristan Aley	Yes

7. CERTIFICATION OF NEW ELIGIBILITY LISTS:

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

a.	Office Assistant II	98-26
b.	Instructional Assistant-Extended Day Program	99-26
c.	Theater Support Technician	100-26
d.	Instructional Assistant-Special Education	101-26
e.	Nutrition Services Assistant II	102-26
f.	Student Supervision Assistant	103-26

Motion made by: Tristan Aley
Seconded by: Charlene Metoyer

Votes:

Susan Meyer	Yes
Charlene Metoyer	Yes
Tristan Aley	Yes

8. SECOND READING OF PROPOSED CHANGE TO PERSONNEL COMMISSION RULES AND REGULATIONS CHAPTER 7, RULE 7.2.6

Motion made by: Charlene Metoyer
Seconded by: Tristan Aley

Votes:

Susan Meyer	Yes
Charlene Metoyer	Yes
Tristan Aley	Yes

9. PERSONNEL DIRECTOR:

Director Kristen Clark shared the following updates:

- Director Clark reported that staff developed a one-page guide to help applicants understand the classified hiring process. The guide outlines key steps, including written and performance exams, provides an overview from application through hire, and clarifies that substitute applicants must complete the same requirements. It will be posted online, shared with hiring managers, and supported by a recruitment FAQ section as part of ongoing HR communication efforts.

- HR staff will attend a career fair at UC Irvine on January 28 with a district Teacher on Special Assignment connected to the after-school program to support recruitment outreach.

- Director Clark shared that two Classified Employees of the Year were recognized: Martin Rangel, custodian at Estancia High School, and Sunny Dang, Lead Technology Support Technician in IT. Both were nominated by their direct supervisors and will be formally recognized by the Board in May during Classified School Employee Week.

- Since the last report, 13 employment offers were made, including four Grounds Maintenance Worker positions. All offers were accepted. Five substitute offers were also made.

- Director Clark noted that CalPERS requirements for retired employees returning to work have become more restrictive, requiring additional documentation, justification of need, and compliance review, with processes subject to audit.

- Director Clark signed 13 Authorizations to Employ, primarily for Special Education positions, and 11 for substitutes.

10. COMMISSIONERS' REMARKS:

- Ms. Metoyer acknowledged attending the recent CSEA installation and appreciated the support of district leadership, Board members, and staff. She noted the event recognized employee leadership and highlighted the strong relationship with district administration.

- Ms. Meyer discussed the upcoming CSPCA conference in March and confirmed that travel and hotel arrangements have been completed.

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

12. ADJOURNMENT: 4:21 p.m.