

# **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

February 12, 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  
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 February 12, 2026.

Motion made by: Tristan Aley  
Seconded by: Charlene Metoyer

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 January 15, 2026.

Motion made by: Charlene Metoyer

Seconded by: Tristan Aley

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. | Accounting Assistant III                               | 50-26 |
| b. | Instructional Assistant-Early Learning Cover           | 51-26 |
| c. | Health Assistant                                       | 52-26 |
| d. | Information Technology Technician                      | 53-26 |
| e. | Warehouse Worker II/Delivery Driver (Promotional Only) | 54-26 |
| f. | School Community Facilitator                           | 55-26 |

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. | Custodian                                     | 104-26 |
| b. | Instructional Assistant-Behavior Intervention | 105-26 |
| c. | Instructional Assistant-Extended Day Program  | 106-26 |
| d. | Nutrition Services Assistant I                | 107-26 |
| e. | Bus Monitor                                   | 108-26 |
| f. | Instructional Assistant-Extended Day Program  | 109-26 |
| g. | Credentials Specialist                        | 110-26 |
| h. | Technology Support Technician                 | 111-26 |
| i. | Instructional Assistant-Behavior Intervention | 112-26 |
| j. | Manager, Maintenance & Operations             | 113-26 |
| k. | Maintenance Locksmith                         | 114-26 |
| l. | School Administrative Assistant-Elementary    | 115-26 |
| m. | Student Supervision Assistant                 | 116-26 |
| n. | Bus Driver                                    | 117-26 |
| o. | Instructional Assistant-Extended Day Program  | 118-26 |
| p. | Bus Monitor                                   | 119-26 |

Motion made by: Tristan Aley  
Seconded by: Charlene Metoyer

Votes:

|                  |     |
|------------------|-----|
| Susan Meyer      | Yes |
| Charlene Metoyer | Yes |
| Tristan Aley     | Yes |

## **8. PERSONNEL DIRECTOR:**

Director Kristen Clark shared the following updates:

- Director Kristen Clark highlighted the ongoing review of examination and rating processes to ensure departments receive the most qualified candidates. She reported that a Theater Support Technician position at Estancia High School was recently filled and noted the strong candidate pool.
- HR staff attended the UC Irvine Winter Career Fair to support recruitment, along with a Teacher on Special Assignment for the after-school program. Several attendees have already expressed interest in district positions.
- The department continues to work with the District PIO office to promote high-need roles such as bus driver trainees and after-school program positions through social media. Human Resource staff are also preparing for summer recruitment and exploring ways to provide clearer guidance on summer employment opportunities and application processes.
- Since the last report, 25 employment offers were made. Of those, 21 were accepted, one remains pending, and three were declined. An additional 13 offers were made for substitute positions.
- Director Clark signed 23 Authorizations to Employ, including one promotion, 14 new hires to the district, 19 replacement positions, and four new positions, primarily supporting Special Education needs. In addition, 11 substitute or unclassified positions and 4 bus driver trainees were processed.
- Director Clark provided an overview of the Personnel Commission Office's Annual Report, summarizing recruitment, hiring, classification, and employee support activities from the prior year. She noted that the report will be delivered to the Superintendent for review. The overview highlighted applications received, eligibility lists created, hires processed, and promotions completed, as well as the office's efforts to support employee recognition, training, and development programs.

## **9. COMMISSIONERS' REMARKS:**

- Ms. Meyer praised the Employee of the Year recognition in the Annual Report, noting that it celebrates the contributions of all employees.
- Ms. Metoyer highlighted the report's detail and effort, emphasizing the district's strong hiring and the variety of opportunities available to applicants.
- Mr. Aley commented that the report effectively showcases HR's work and successes, and the Commissioners noted the value of sharing it more broadly as both a celebration of employees and a demonstration of the district's hiring practices.

**10. NEXT MEETING DATE: Thursday, March 19, 2026, at 4:00 p.m., Board Room**

**11. ADJOURNMENT: 4:25 p.m.**