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

March 19, 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

Staff Present:

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 March 19, 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 February 12, 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.	Nutrition Services Assistant II	56-26
b.	Instructional Assistant	57-26
c.	Secondary Office Support Specialist	58-26
d.	Human Resources Technician	59-26
e.	Accompanist	60-26
f.	Campus Safety Facilitator Cover	61-26

Motion made by: Tristan Aley
Seconded by: Charlene Metoyer

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.	Instructional Assistant-Special Education	120-26
b.	Manager, Grounds Maintenance	121-26
c.	Custodian (Substitute Only)	122-26
d.	Nutrition Services Assistant I	123-26
e.	Instructional Assistant-Behavior Intervention	124-26
f.	Student Supervision Assistant	125-26
g.	Instructional Assistant-Extended Day Program	126-26
h.	Instructional Assistant-Special Education	127-26
i.	School Administrative Assistant-High School Alternative Campus	128-26

j.	Instructional Assistant-Early Learning Cover	129-26
k.	Instructional Assistant-Behavior Intervention	130-26
l.	Instructional Assistant-Extended Day Program	131-26
m.	Student Supervision Assistant	132-26

Motion made by: Charlene Metoyer
Seconded by: Tristan Aley

Votes:

Susan Meyer	Yes
Charlene Metoyer	Yes
Tristan Aley	Yes

8. PERSONNEL DIRECTOR:

Human Resources Analyst Christi Winslow shared the following updates on behalf of Director Kristen Clark:

- Analyst Winslow reported that since the last report, 16 employment offers were accepted, including positions such as Student Supervision Assistant, Instructional Assistants (Behavior Intervention and Special Education), Grounds Manager, Bus Monitor, Locksmith, and substitute custodial staff.

- A total of 22 Authorizations to Employ were processed, including transfers and shift changes.

- Staff continue to monitor staffing needs and are preparing for upcoming budget-related planning and required reporting to the County.

- Human Resources staff attended the California School Personnel Commissioners Association conference for professional development on recruitment, legal updates, and personnel practices, noting that the sessions were relevant and provided valuable information.

- Staff also explored practical applications of technology to improve efficiency in recruitment processes while maintaining a commitment to accessibility and candidate support.

9. COMMISSIONERS' REMARKS:

- Commissioner Metoyer discussed the value of attending CSPCA, noting professional learning related to Brown Act requirements and public meeting procedures, including quorum and communication guidelines.

- Commissioner Meyer shared reflections from the CSPCA conference, including sessions on parliamentary procedure, public meeting management, legislative updates, and the use of artificial intelligence in personnel practices. She noted clarification on "tabling" versus "deferring" items and emphasized the importance of clear agenda expectations and follow-up. She also reported on her co-presentation with Megan Brown and the positive participant engagement during the session.

- Commissioner Meyer reported that the conference provided strong professional learning across recruitment, appeals/hearings, and governance topics.

- Commissioner Meyer announced her election as Vice President of the California School Personnel Commissioners Association for a two-year term.

10. NEXT MEETING DATE: Thursday, April 23, 2026, at 4:00 p.m., Board Room

11. ADJOURNMENT: 4:34 p.m.