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

April 23, 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-Lorenzo, 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 April 23, 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 March 19, 2026.

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:

CSEA President Amy Ching shared appreciation for the CSPCA conference, noting the value of training, networking, and professional learning opportunities. She was invited by Director Clark to attend the PCASC workshop on May 14 and will attend.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS:

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

a.	Instructional Assistant-Bilingual	62-26
b.	Grounds Maintenance Worker	63-26
c.	Warehouse Worker/Delivery Driver	64-26
d.	Preschool Site Facilitator	65-26
e.	Instructional Assistant-Early Learning Cover	66-26
f.	Head Custodian Promotional Only	67-26
g.	Nutrition Services Assistant I Cover	68-26

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.	Instructional Assistant-Special Education	133-26
b.	Nutrition Services Assistant II	134-26
c.	Warehouse Worker II/Delivery Driver (Promotional Only)	135-26
d.	Health Assistant	136-26
e.	Bus Driver	137-26

f.	Student Supervision Assistant	138-26
g.	Instructional Assistant-Special Education	139-26
h.	Instructional Assistant-Behavior Intervention	140-26
i.	Nutrition Services Assistant I	141-26
j.	Instructional Assistant-Extended Day Program	142-26
k.	Instructional Assistant	143-26
l.	Secondary Office Support Specialist	144-26

Motion made by: Tristan Aley
Seconded by: Charlene Metoyer

Votes:

Susan Meyer	Yes
Charlene Metoyer	Yes
Tristan Aley	Yes

8. FIRST READING/SCHEDULE PUBLIC HEARING-PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2026-2027:

It was recommended that the Personnel Commission schedule the public hearing for the 2026-2027 Fiscal Year Budget for the next Commission meeting on May 21, 2026, at 4:00 p.m.

The proposed budget was presented as an informational item only. Director Kristen Clark noted the overall budget increase reflected changes outside the department's control, including increases of $29,821.00 in salaries and $20,833.00 in employee benefits through the District's budgeting process.

Director Clark explained the department-requested increase totaled $2,003.00 for contract cost increases and that several items were reorganized without increasing expenditures, including the reallocation of $5,000.00 from the hearings budget to establish a legal services line item.

Director Clark emphasized the department's continued fiscal responsibility and partnership with the District.

Commissioners expressed appreciation for the budget summary and comparison of changes between the current and proposed budgets.

Motion made by: Charlene Metoyer
Seconded by: Tristan Aley

9. PERSONNEL DIRECTOR:

Director Kristen Clark shared the following updates:

- Director Clark expressed appreciation to staff and the Commission for support during a recent personal absence, noting that staff ensured all agenda and operational needs were fully managed during that time.

- Director Clark reported that online software training had begun. Additional training sessions were added in response to participant demand.

- Since the last report, 46 employment offers were made, of which 39 were accepted, 1 remains pending, and 6 were declined. Declines included multiple offers made to the same candidates for similar roles and instances where candidates accepted positions in other districts or were no longer available. Four bus driver trainees accepted offers.

- A total of 36 Authorizations to Employ were processed, including 11 custodian substitutes, transfers, and increases in assigned hours for classified employees. Of these, 14 were new positions, 4 were promotional, 31 were replacements.

- Director Clark noted continued stability in special education aide recruitment, with fewer current vacancies due to improved staffing coordination with the Special Education department.

- Director Clark announced upcoming district events, including recognition of Classified Employee of the Year at the May Board meeting and the ACE Day event scheduled for May 21, with strong participation already confirmed.

10. COMMISSIONERS' REMARKS:

- Commissioner Metoyer expressed support for continued professional learning opportunities, including online software training, noting the value of ongoing skill development for staff.

- Commissioners expressed appreciation for employee movement into new roles and opportunities for advancement within the District.

- Commissioners commended the expansion of covered positions, noting that this supports getting coverage when employees are out and helps ensure services continue for students.

11. NEXT MEETING DATE: Thursday, May 21, 2026, at 4:00 p.m., Board Room

12. ADJOURNMENT: 4:24 p.m.