

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

May 21, 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
Megan Brown, Administrative Director I, Certificated Personnel
Shoshana Nakano, Administrative Director I, Personnel
Theresa Nguyen-Lorenzo, Associate Human Resources Analyst
Tracy Knibb, Assistant Superintendent, Chief Human Resources Officer
Valeria Martinez, Human Resources Technician
Victoria Villa, Administrative Assistant-Confidential

Visitors Present:

Danny Corona, Preschool Site Facilitator
Norma Pahl, Preschool Site Facilitator
Mayra Merin, Preschool Site Facilitator
Jasmine Fernandez, Labor Representative CSEA

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for May 21, 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 April 23, 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:

Preschool Site Facilitators from district preschool programs addressed the Commission requesting a reclassification study related to increased job duties and responsibilities. Staff and Commissioners explained the formal reclassification process, including required documentation, review procedures, and next steps for submission and consideration.

6. PUBLIC HEARING-PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2026-2027:

Motion made by: Tristan Aley
Seconded by: Charlene Metoyer

Votes:

Susan Meyer	Yes
Charlene Metoyer	Yes
Tristan Aley	Yes

7. RATIFICATION OF VACANCY ANNOUNCEMENTS:

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

- | | |
|---------------------------------|-------|
| a. Preschool Teacher | 69-26 |
| b. School Attendance Technician | 70-26 |
| c. School Community Facilitator | 71-26 |

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.	Information Technology Technician	145-26
b.	Campus Safety Facilitator Cover	146-26
c.	Instructional Assistant-Special Education	147-26
d.	Instructional Assistant-Bilingual	148-26
e.	Accompanist	149-26
f.	School Community Facilitator	150-26
g.	Instructional Assistant-Behavior Intervention	151-26
h.	Student Supervision Assistant	152-26
i.	Preschool Site Facilitator	153-26
j.	Instructional Assistant-Special Education	154-26
k.	Warehouse Worker/Delivery Driver	155-26
l.	Instructional Assistant-Extended Day Program	156-26
m.	Nutrition Services Assistant I	157-26
n.	Human Resources Technician	158-26
o.	Grounds Maintenance Worker	159-26
p.	Accounting Assistant III	160-26
q.	Instructional Assistant-Behavior Intervention	161-26

Motion made by: Tristan Aley
Seconded by: Charlene Metoyer

Votes:

Susan Meyer	Yes
Charlene Metoyer	Yes
Tristan Aley	Yes

9. ADOPT PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2026–2027:

Motion made by: Charlene Metoyer
Seconded by: Tristan Aley

Votes:

Susan Meyer	Yes
Charlene Metoyer	Yes
Tristan Aley	Yes

10. PERSONNEL DIRECTOR:

Director Kristen Clark shared the following updates:

- Director Clark reported that 98 employees attended the recent online software training sessions, including 90 in the evening session and 8 during the daytime session.
- Director Clark reported that ACE Day (Appreciating Classified Employees Day) was well attended and successful, highlighting classified employees through a job shadow experience and providing administrators, Board members, and commissioners with insight into their work across the District.
- Director Clark reported that the department made 20 employment offers, with 18 accepted and 2 pending. She also reported that 19 authorizations to employ were processed. Of those, 18 were replacement positions, one was a new Special Education position, three were promotional appointments, and two involved increases in hours for current employees.

11. COMMISSIONERS' REMARKS:

- Commissioner Metoyer attended a transportation appreciation event and shared positive remarks regarding the impact of transportation staff on students' daily experience. She noted the importance of bus drivers as the first and last point of contact for students and highlighted the value of the recognition event for classified employees.
- Commissioner Meyer reported attending the Personnel Commissioners Association of Southern California training along with District staff. She noted that the training included legal updates and discussion on proposed legislation related to banding and classification processes. She expressed appreciation for staff participation in professional development and ongoing updates on legal topics affecting Personnel Commission work.

12. NEXT MEETING DATE: Thursday, June 18, 2026, at 4:00 p.m., Board Room

13. ADJOURNMENT: 4:31 p.m.