

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

June 18, 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
Tracy Knibb, Assistant Superintendent, Chief Human Resources Officer
Victoria Villa, Administrative Assistant-Confidential

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for June 18, 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 May 21, 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. Transportation Dispatcher/Scheduler (Promotional Only) | 72-26 |
| b. ASB Accounting Assistant | 73-26 |

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. Student Supervision Assistant | 162-26 |
| b. Nutrition Services Assistant I Cover | 163-26 |
| c. Head Custodian (Promotional Only) | 164-26 |
| d. Instructional Assistant-Extended Day Program | 165-26 |
| e. Instructional Assistant-Early Learning Cover | 166-26 |
| f. Nutrition Services Assistant I | 167-26 |
| g. Student Supervision Assistant | 168-26 |
| h. Instructional Assistant-Special Education | 169-26 |
| i. Instructional Assistant-Extended Day Program | 170-26 |
| j. Student Supervision Assistant | 171-26 |
| k. Instructional Assistant-Behavior Intervention | 172-26 |
| l. Preschool Teacher | 173-26 |
| m. Instructional Assistant-Special Education | 174-26 |
| n. Student Supervision Assistant | 175-26 |

Motion made by: Charlene Metoyer
Seconded by: Tristan Aley

Votes:

Susan Meyer	Yes
Charlene Metoyer	Yes
Tristan Aley	Yes

8. PERSONNEL DIRECTOR:

Director Kristen Clark and Christi Winslow shared the following updates:

- Christy Winslow provided an update on the preschool site facilitator reclassification request, including her site visit to Sonora Preschool and plans for additional meetings and site visits to gather information regarding the scope of work and related duties.
- Director Clark reported that summer staffing has been completed and hiring for the 2026-2027 school year has begun. Since the last meeting, the department has made 11 employment offers, with 9 accepted, one declined and one pending. She also reported that 11 authorizations to employ were processed, including four promotions and five new hires.
- Director Clark shared that negotiations have begun and she is participating in the process.

9. COMMISSIONERS' REMARKS:

- Commissioner Metoyer inquired about fleet vehicles and school buses at the Early College High School campus. Director Clark explained that vehicles were temporarily relocated due to paving work.

10. NEXT MEETING DATE: Thursday, July 16, 2026, at 4:00 p.m., Board Room

11. ADJOURNMENT: 4:08 p.m.