

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

July 16, 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
Elizabeth Peterson, Human Resource Technician
Luz Gonzalez, Associate Human Resources Analyst
Christi Winslow, 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 July 16, 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 June 18, 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. Office Assistant II	74-26
b. Instructional Assistant-Early Learning	75-26
c. Computer Software Analyst II	76-26
d. Nutrition Services Assistant III	77-26
e. Student Supervision Assistant	1-27
f. Instructional Assistant-Special Education	2-27
g. Instructional Assistant-Behavior Intervention	3-27
h. Instructional Assistant-Extended Day Program	4-27
i. Nutrition Services Assistant I	5-27

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-Behavior Intervention	176-26
b. Nutrition Services Assistant I	177-26
c. Instructional Assistant-Special Education	178-26
d. Transportation Dispatcher/Scheduler	179-26
e. Nutrition Services Assistant I	180-26
f. Bus Driver	181-26

Motion made by: Charlene Metoyer
Seconded by: Tristan Aley

Votes:

Susan Meyer	Yes
Charlene Metoyer	Yes
Tristan Aley	Yes

8. APPROVAL OF CLASSIFICATION MODIFICATION: BUS DRIVER

Director Clark explained that the minimum qualifications were updated to reflect the current requirements for driving a school bus and to align the classification with related transportation classifications previously updated.

Motion made by: Tristan Aley
Seconded by: Charlene Metoyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

9. APPROVAL OF CLASSIFICATION MODIFICATION: MECHANIC'S ASSISTANT

Director Clark explained that the minimum qualifications were updated to reflect the school bus driving requirements associated with the classification.

Motion made by: Charlene Metoyer
Seconded by: Tristan Aley

Votes:

Susan Meyer	Yes
Charlene Metoyer	Yes
Tristan Aley	Yes

10. APPROVAL OF CLASSIFICATION MODIFICATION: TRANSPORTATION PARTS ASSISTANT

Director Clark explained that the minimum qualifications were updated to reflect the school bus driving requirements associated with the classification.

Motion made by: Tristan Aley
Seconded by: Charlene Metoyer

Votes:

Tristan Aley	Yes
Charlene Metoyer	Yes
Susan Meyer	Yes

11. PERSONNEL DIRECTOR:

Director Kristen Clark shared the following updates:

- Director Clark shared that a total of 324 classified employees were processed for summer assignments, including 135 employees for Extended School Year (ESY).
- The new transfer request process has been implemented through Informed K12. Director Clark recognized Theresa, Luz, Serena Yu and CSEA Chapter 18 for their collaboration in developing and communicating the new process, including employee instructions, a flow chart and a video tutorial.
- The department is nearing completion of an Informed K12 onboarding and pre-boarding process designed to streamline new-hire paperwork, authorization-to-employ documents and communication with departments and school sites. A related electronic CSEA membership form has been developed in collaboration with CSEA.
- Director Clark shared that Human Resources created welcome gifts for new employees as part of the District's focus on employee belonging. The Personnel Commission Office assisted with funding and coordination of the initial rollout.
- Since the June 18 meeting, 28 employment offers were made: 20 accepted, one declined and seven pending. Thirteen authorizations to employs (ATE's) were processed, including five promotions and five transfers.
- Director Clark shared that the Personnel Commission Rules and Regulations have been updated online to reflect the recently approved rule change.

12. COMMISSIONERS' REMARKS:

- Commissioner Aley expressed appreciation for the new employee welcome initiative and its focus on inclusion.
- Chairperson Meyer expressed support for the new transfer request process and thanked staff for creating clear employee resources to support its implementation.

13. NEXT MEETING DATE: Thursday, August 13, 2026, at 4:00 p.m., Board Room

14. ADJOURNMENT: 4:29 p.m.