

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

August 13, 2026- 4:00 p.m.

MINUTES

1. OPENING CEREMONIES:

Charlene Metoyer, Vice-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:

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
Victoria Villa, Administrative Assistant-Confidential
Megan Brown, Administrative Director I, Certificated Personnel
Tracy Knibb, Assistant Superintendent, Chief Human Resources Officer

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for August 13, 2026.

Motion made by: Tristan Aley
Seconded by: Charlene Metoyer

Votes:

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: Tristan Aley
Seconded by: Charlene Metoyer

Votes:

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. Custodian | 6-27 |
| b. Nutrition Services Assistant I Cover | 7-27 |
| c. Library Media Technician I | 8-27 |
| d. Instructional Assistant-Early Learning Cover | 9-27 |
| e. Health Assistant Cover | 10-27 |
| f. Bus Driver Trainee | 11-27 |
| g. Administrative Assistant II | 12-27 |

Motion made by: Tristan Aley
Seconded by: Charlene Metoyer

Votes:

Charlene Metoyer	Yes
Tristan Aley	Yes

7. CERTIFICATION OF NEW ELIGIBILITY LISTS:

Recommendation is made that the following eligibility list(s) be certified.

- | | |
|--|--------|
| a. Nutrition Services Assistant I | 182-26 |
| b. School Attendance Technician | 183-26 |
| c. School Community Facilitator | 184-26 |
| d. Instructional Assistant-Early Learning | 185-26 |
| e. Nutrition Services Assistant III | 186-26 |
| f. Bus Driver | 187-26 |
| g. Instructional Assistant-Special Education | 1-27 |
| h. Instructional Assistant-Extended Day Program | 2-27 |
| i. Instructional Assistant-Behavior Intervention | 3-27 |
| j. Student Supervision Assistant | 4-27 |

Motion made by: Tristan Aley
Seconded by: Charlene Metoyer

Votes:

Charlene Metoyer	Yes
Tristan Aley	Yes

8. PERSONNEL DIRECTOR:

Director Kristen Clark shared the following updates:

- Since the July 16th meeting, 64 employment offers were made: 39 accepted, 5 declined and 20 pending. Eight substitute offers were also made, including six Bus Driver Trainee offers and a Substitute Occupational Therapist to provide maternity leave coverage. Of the substitute offers, five were accepted and three declined.
- A total of 51 authorizations to employ (ATEs) were processed, including 41 replacement positions and 10 new positions, primarily in Special Education. Other positions included several within Nutrition Services, as well as ASB Accounting Assistant and Grounds Maintenance Worker. The ATEs included nine promotions and one transfer with increased hours.
- Director Clark shared that several employees in Special Education were displaced due to changes in student needs and were placed into vacant or new positions.
- The new Classified Employee Clearance to Start process is being implemented through Informed K12. The process will replace the previous email-based notification and provide hiring managers and new employees with important information, including work hours, reporting information and work location, in one location. The new process is intended to streamline communication and improve efficiency for school sites and new employees.

9. COMMISSIONERS' REMARKS:

- Commissioner Metoyer expressed appreciation for the new Classified Employee Clearance to Start process and noted that it will help simplify the onboarding process for principals and office managers during the busy start of the school year.
- Commissioner Metoyer congratulated staff on the nine promotions and noted the importance of providing opportunities for employees to grow and advance within the District.

10. NEXT MEETING DATE: Thursday, September 17, 2026, at 4:00 p.m., Board Room

11. ADJOURNMENT: 4:07 p.m.