

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

September 17, 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 Resources Technician
Christi Winslow, Human Resources Analyst
Lance Bidnick, Administrative Director I, Maintenance & Operations
Megan Brown, Administrative Director I, Certificated Personnel
Tracy Knibb, Assistant Superintendent, Chief Human Resources Officer
Valeria Martinez, Human Resources Technician
Victoria Villa, Administrative Assistant-Confidential

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for September 17, 2026.

Motion made by: Tristan Aley

Seconded by: Charlene Metoyer

Votes:	3
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 August 13, 2026.

Motion made by: Charlene Metoyer

Seconded by: Tristan Aley

Votes:	2
Susan Meyer	Abstain
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. Job Transition Coach | 13-27 |
| b. Instructional Assistant-Early Learning | 14-27 |
| c. School Community Facilitator | 15-27 |
| d. Maintenance Electrician | 16-27 |
| e. Athletic Equipment Attendant - Male | 17-27 |
| f. Health Assistant | 18-27 |
| g. Custodian (Substitute Only) | 19-27 |
| h. School Bus Cover Driver | 20-27 |

Motion made by: Tristan Aley

Seconded by: Charlene Metoyer

Votes:	3
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. Computer Software Analyst II | 188-26 |
| b. Office Assistant II | 189-26 |
| c. Instructional Assistant-Behavior Intervention | 5-27 |
| d. Instructional Assistant-Special Education | 6-27 |
| e. Student Supervision Assistant | 7-27 |
| f. Instructional Assistant-Extended Day Program | 8-27 |
| g. Nutrition Services Assistant I Cover | 9-27 |

h.	Instructional Assistant-Behavior Intervention	10-27
i.	Nutrition Services Assistant I	11-27
j.	Library Media Technician I	12-27
k.	Custodian	13-27
l.	Instructional Assistant-Special Education	14-27
m.	Instructional Assistant-Early Learning Cover	15-27
n.	Instructional Assistant-Extended Day Program	16-27
o.	Instructional Assistant-Behavior Intervention	17-27
p.	Student Supervision Assistant	18-27

Motion made by: Charlene Metoyer

Seconded by: Tristan Aley

Votes:	3
Susan Meyer	Yes
Charlene Metoyer	Yes
Tristan Aley	Yes

Commissioner Meyer expressed appreciation for Claudine Steck's ongoing service as an interview rater and suggested recognizing her contributions. Director Clark explained that Ms. Steck serves as a Teacher on Special Assignment and provides valuable expertise in rating candidates for special education positions.

8. APPROVAL OF CLASSIFICATION MODIFICATION: IRRIGATION SPECIALIST

It was recommended that the Commission approve modifications to the Irrigation Specialist classification based on the needs of the District. These modifications have no additional pay allocation.

Director Clark explained that the classification had not been filled since 2003, when three incumbents were reclassified to Senior Irrigation Specialist. Following a recent retirement, staff worked with Maintenance and Operations to update the classification and provide a career pathway for employees in the ground's series. Modifications included reducing the experience requirement from two years to one and making Backflow Prevention Assembly Tester certification desirable rather than requiring it within the six-month probationary period, reducing barriers for applicants.

9. PERSONNEL DIRECTOR:

Director Kristen Clark shared the following updates:

- Associate HR Analysts Luz Gonzalez and Theresa Nguyen will attend the UCI Career Fair on October 8, 2026. Classified and Certificated HR will also participate in the District's College and Career Fair on October 21, 2026.
- The District will participate in the Classified School Employee of the Year program. Nomination information will be shared with supervisors once the updated forms are available.
- Director Clark and Administrative Director of Personnel Services Shoshana Nakano presented training on classified employee evaluations to Nutrition Services and Business Office supervisors. A follow-up session is planned.

- Since the August 13th meeting, 42 employment offers were made: 36 accepted, four declined and two pending. Offers included 17 Instructional Assistant-Behavior Intervention positions, Library Media Technician positions and 2 Bus Driver positions. Several substitute offers were also made and accepted, including 3 for the after-school program, 2 Instructional Assistant-Behavior Intervention positions and 1 Nutrition Services Assistant I position.
- A total of 38 authorizations to employ (ATEs) were processed, including 32 replacement positions and 6 new positions related to student needs in Special Education. The ATEs included 6 promotions and 1 transfer with increased hours.

10. COMMISSIONERS' REMARKS:

- Commissioner Meyer thanked Director Clark for providing background information regarding the Irrigation Specialist classification modification.
- Commissioner Meyer requested an update on the preschool employees' classification review. Staff reported that no completed forms had been received despite follow-up communication and offers of assistance. CSEA representatives will check in with the employees and regroup with Director Clark to discuss whether to continue the review or revisit it when additional information is submitted.
- Commissioner Metoyer shared information about the PCASC Workshop on Thursday, October 22, 2026. Commissioners Metoyer and Meyer are registered to attend. Workshop information will also be shared with Personnel Commission staff and Amy Ching.

11. NEXT MEETING DATE: Thursday, October 15, 2026, at 4:00 p.m., Board Room

12. ADJOURNMENT: 4:21 p.m.