

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission
Board Room
2985 Bear Street, Building A, Costa Mesa, CA 92626

December 15, 2022 – 4:00 p.m.

AGENDA

1. OPENING CEREMONIES:

The meeting will open with a silent invocation followed by the Pledge of Allegiance to the flag.

2. ROLL CALL:

Tristan L. Aley, Chairperson	_____
Susan G. Meyer, Vice-Chair	_____
Charlene J. Metoyer, Commissioner	_____
Kristen M. Clark, Secretary to Personnel Commission	_____

3. ADOPTION OF AGENDA:

Recommendation is made that the agenda for December 15, 2022 be adopted as submitted.

Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

4. APPROVAL OF MINUTES:

Recommendation is made that the minutes of the regular meeting of November 10, 2022 be adopted as submitted.

Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION:

This is an opportunity for employees and the public to address the Commission. The Commission hears the comments and, by Commission policy and in compliance with the Ralph M. Brown Act, is not permitted to respond to items not on the agenda. If appropriate, the personnel director or a member of the director's staff may follow up with the concerns expressed or schedule the item for a future meeting of the Personnel Commission for discussion and/or action.

When addressing the Commission, please state your name and address for the record.

6. PUBLIC NOTICE: REORGANIZATION

OATH OF OFFICE

At this time, prior to the reorganization process, NMUSD Board of Education President will administer the Oath of Office to Ms. Charlene Metoyer, Personnel Commissioner. Ms. Metoyer was approved by the Board of Education as its appointee to the Personnel Commission at its October 27, 2022 meeting. The appointment took effect at noon on December 1, 2022.

ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON, PERSONNEL COMMISSION FOR CALENDAR YEAR 2023; PERSONNEL COMMISSION RULE 2.1.2, OFFICERS

It is recommended that the members of the Personnel Commission elect the chairperson and vice-chairperson for the calendar year 2023.

_____, elected Chairperson

Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

_____, elected Vice-Chairperson

Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

7. RATIFICATION OF VACANCY ANNOUNCEMENTS:

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

- | | |
|--|-------|
| a. Administrative Assistant II | 42-23 |
| b. Office Assistant II | 43-23 |
| c. Office Assistant III | 44-23 |
| d. Lead Technology Support Technician | 45-23 |
| e. Instructional Assistant-Technology II | 46-23 |
| f. Technology Support Technician | 47-23 |
| g. Job Transition Coach | 48-23 |
| h. Lead Instructional Assistant-Extended Day Program | 49-23 |
| i. Data Network Technician | 50-23 |
| j. Office Assistant Bilingual | 51-23 |

Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

8. CERTIFICATION OF NEW ELIGIBILITY LISTS:

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

- | | |
|--|-------|
| a. Custodian – Substitutes Only | 84-23 |
| b. Lead Custodian | 85-23 |
| c. Nutrition Services Assistant I | 86-23 |
| d. Instructional Assistant | 87-23 |
| e. Nutrition Services Assistant II | 88-23 |
| f. Systems Engineer – CORRECTED | 83-23 |
| g. Instructional Assistant-Behavior Intervention | 89-23 |
| h. Student Supervision Assistant | 90-23 |
| i. Office Assistant II | 91-23 |
| j. Instructional Assistant-Early Learning | 92-23 |

k.	Secondary Office Support Specialist	93-23
l.	Maintenance Technician	94-23
m.	School Office Assistant	95-23
n.	Instructional Assistant	96-23
o.	Lead Instructional Assistant-Extended Day Program	97-23
p.	Library Media Technician I	98-23
q.	Instructional Assistant-Early Learning	99-23
r.	Nutrition Services Assistant I	100-23
s.	Instructional Assistant-Behavior Intervention	101-23
t.	Custodian – Substitute Only	102-23

Motion by _____, Seconded by _____ Vote _____ DISCUSSION/ACTION

9. PERSONNEL DIRECTOR:

Informal reports; discussion only.

10. NEXT MEETING DATE: _____ TIME: _____

11. ADJOURNMENT: _____ p.m.

All documents referred to in this agenda, not exempt from public disclosure under the California Records Act, are available for public inspection at the Personnel Commission Office located at 2985-A Bear Street, Costa Mesa, CA 92626, online at www.nmusd.us, and at the public meeting of the Personnel Commission.

Any individual with a disability, who requires reasonable accommodation to participate in a Commission meeting, may request assistance by contacting the Personnel Commission Office at 2985-A Bear Street, Costa Mesa, CA 92626. Phone Number: 714-424-5047, Fax Number: 714-424-7572. Notification not later than noon on the day preceding the Commission meeting will enable the Commission to make reasonable arrangements to assure accessibility to this meeting.