

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission
Sanborn Assembly Room
2985-A Bear Street, Costa Mesa, CA 92626

October 27, 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	_____
Kenneth Wayman, Commissioner	_____
Kristen M. Clark, Secretary to Personnel Commission	_____

3. ADOPTION OF AGENDA:

Recommendation is made that the agenda for October 27, 2022 be adopted.

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

4. APPROVAL OF MINUTES:

Recommendation is made that the minutes of the regular meeting of September 29, 2022 be adopted.

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 include your name and address for the record.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS:

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

- | | |
|--------------------------------|-------|
| a. Library Media Technician I | 28-23 |
| b. Maintenance Technician | 29-23 |
| c. School Attendance Assistant | 30-23 |
| d. Custodian (Substitute Only) | 31-23 |

e.	Supervisor, Nutrition Services	32-23
f.	Assistant Director, Maintenance & Operations	33-23
g.	Office Assistant I	34-23
h.	Bus Monitor	35-23

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

7. CERTIFICATION OF NEW ELIGIBILITY LISTS:

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

a.	Instructional Assistant	54-23
b.	Student Supervision Assistant	55-23
c.	Accountant	56-23
d.	Maintenance Technician	57-23
e.	Instructional Assistant-Special Education	58-23
f.	Instructional Assistant-Early Learning	59-23
g.	Instructional Assistant-Behavior Intervention	60-23
h.	Instructional Assistant-Extended Day Program	61-23
i.	Instructional Assistant	62-23
j.	Supervisor, Warehouse	63-23
k.	Nutrition Services Assistant II	64-23
l.	Student Supervision Assistant	65-23
m.	Nutrition Services Assistant I	66-23
n.	Computer Software Analyst I	67-23

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

8. PERSONNEL DIRECTOR:

Informal reports; discussion only.

9. NEXT MEETING DATE: _____ TIME: _____

10. 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.