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

October 21, 2021 – 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:

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

3. ADOPTION OF AGENDA:

Recommendation is made that the agenda for October 21, 2021 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 September 16, 2021 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. RATIFICATION OF VACANCY ANNOUNCEMENTS:

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

a.	Credentials Specialist	15-22
b.	Lead Custodian – Promotional Only	16-22
c.	Nutrition Services Assistant I	17-22
d.	Nutrition Services Assistant II	18-22
e.	Job Transition Coach	19-22
f.	School / Community Facilitator	20-22

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.	Health Assistant Cover	21-22
b.	Instructional Assistant-Behavior Intervention	22-22
c.	Instructional Assistant-Special Education	23-22
d.	Student Supervision Assistant	24-22
e.	Director, Fiscal Services	25-22
f.	Instructional Assistant	26-22
g.	Instructional Assistant-Special Education	27-22
h.	Instructional Assistant-Preschool	28-22
i.	Student Supervision Assistant	29-22

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

8. EXTENTION OF ELIGIBLE LISTS

Recommendation is made that the following eligible lists be extended

a.	Health Assistant-Corrected – Extended to 12/17/21	38-21

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.