NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission
Via Zoom Webinar
2985 Bear Street, Building A, Costa Mesa, CA 92626

October 22, 2020 – 4:00 p.m.

AGENDA

By Governor Newsom's Executive Order N-29-20, issued on March 17, 2020, the Personnel Commission meeting will be conducted via teleconference. The public may watch the Personnel Commission meeting by joining the following Zoom Webinar:

Join meeting via the following link: **https://nmusd.zoom.us/j/92487070028**

ELECTRONIC PUBLIC COMMENT OPPORTUNITY. Public Comment may be submitted prior to the meeting via electronic submissions no later than Thursday, October 22, 2020 by 1:00 p.m. via the following link:

https://docs.google.com/forms/d/e/1FAIpQLSeFZogb_MTqS0XImvU44GR7M6QyF7AlzpB-wJa0iRBQOm5ngQ/viewform?usp=sf_link

Comment opportunities are offered to members of the public at regular meetings to make comments electronically on issues within the legal purview of the Personnel Commission. The public may also comment on items not listed on the agenda, but within the subject matter jurisdiction of the Personnel Commission.

1. OPENING CEREMONIES:

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

2. ROLL CALL:

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

3. ADOPTION OF AGENDA:

Recommendation is made that the agenda for October 22, 2020 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 17, 2020 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.	College Guidance Specialist	17-21
b.	Athletic Equipment Attendant (Male)	18-21
c.	Custodian (part-time)	19-21
d.	Instructional Assistant-Special Education	20-21
e.	Instructional Assistant-Behavior Intervention	21-21
f.	Vehicle Mechanic	22-21
g.	Student Supervision Assistant	23-21

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.	Payroll Technician	03-21
b.	Maintenance Carpenter	04-21
c.	Student Supervision Assistant	05-21
d.	Instructional Assistant – Special Education	06-21
e.	Instructional Assistant – Behavior Intervention	07-21
f.	Custodian	08-21
g.	Campus Safety Facilitator	09-21
h.	Student Supervision Assistant	10-21
i.	Library Media Technician I	11-21
j.	Instructional Assistant – Behavior Intervention	12-21
k.	Computer Software Analyst II	13-21
l.	Instructional Assistant – Special Education	14-21
m.	School Administrative Assistant – Intermediate	15-21
n.	Administrative Assistant II	16-21

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.