NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

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

August 24, 2023 – 4:00 p.m.

AGENDA - Updated

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 _____
Charlene J. Metoyer, Vice-Chair _____
Tristan Aley, Commissioner _____
Kristen M. Clark, Secretary to Personnel Commission _____

3. ADOPTION OF AGENDA:

Recommendation is made that the agenda for August 24, 2023, 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 July 20, 2023, 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.	Job Transition Coach	18-24
b.	Lead Warehouse Worker/Delivery Driver	19-24
c.	Instructional Assistant-Bilingual	20-24
d.	Office Assistant III	21-24

e.	Mechanics Assistant	22-24
f.	Maintenance Carpenter	23-24
g.	Human Resources Technician	24-24
h.	School Administrative Assistant-Elementary	25-24

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.	District Translator	3-24
b.	Student Supervision Assistant	4-24
c.	Custodian – Substitutes Only	5-24
d.	Instructional Assistant-Extended Day Program	6-24
e.	Instructional Assistant-Behavior Intervention	7-24
f.	Custodian	8-24
g.	Instructional Assistant-Bilingual	9-24
h.	Campus Safety Facilitator	10-24
i.	Instructional Assistant-Early Learning	11-24
j.	Instructional Assistant-Special Education	12-24
k.	Instructional Assistant	13-24
l.	School/Community Facilitator	14-24
m.	Administrative Assistant I	15-24
n.	School Office Assistant	16-24
o.	Student Supervision Assistant	17-24
p.	Instructional Assistant-Extended Day Program	18-24
q.	Assessment and Accountability Specialist	19-24
r.	Instructional Assistant-Special Education	20-24
s.	Instructional Assistant-Behavior Intervention	21-24
t.	Instructional Assistant-Early Learning	22-24
u.	Instructional Assistant-Behavior Intervention Cover	23-24
v.	Instructional Assistant	24-24

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.