NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

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

October 19, 2023 – 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:

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 October 19, 2023 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 21, 2023 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.	Technology Support Technician – Promotion Only	33-24
b.	Lead Technology Support Technician	34-24
c.	Information Technology Technician	35-24
d.	Instructional Assistant-Early Learning Cover	36-24
e.	Coordinator III District Safety	37-24
f.	Nutrition Services Assistant I	38-24

g.	Campus Safety Facilitator	39-24
h.	School Attendance Technician	40-24
i.	Library Media Technician II	41-24

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.	Bus Driver	44-24
b.	Instructional Assistant-Bilingual	45-24
c.	Lead Warehouse Worker/Delivery Driver	46-24
d.	Instructional Assistant-Early Learning	47-24
e.	Instructional Assistant-Special Education	48-24
f.	Instructional Assistant-Behavior Intervention	49-24
g.	Instructional Assistant	50-24
h.	Mechanics Assistant	51-24
i.	Nutrition Services Assistant I	52-24
j.	Bus Driver	53-24
k.	Instructional Assistant-Extended Day Program	54-24
l.	Instructional Assistant-Special Education	55-24
m.	Nutrition Services Assistant I Cover	56-24
n.	Maintenance Carpenter	57-24
o.	Student Supervision Assistant	58-24
p.	Instructional Assistant-Early Learning	59-24
q.	Instructional Assistant	60-24

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

8. EXTENTION OF ELIGIBILE LISTS

Recommendation is made that the following eligible list be extended.

a.	Health Assistant – Extended to 02/06/24	146-23

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.