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

November 16, 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 November 16, 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 October 19, 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.	Office Assistant Bilingual	42-24
b.	Assistant Director, Maintenance and Operations	43-24
c.	Administrative Assistant II	44-24
d.	Custodian (Substitute Only)	45-24

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.	Instructional Assistant-Behavior Intervention	61-24
b.	Bus Monitor	62-24
c.	Nutrition Services Assistant I	63-24
d.	Administrative Assistant-Confidential	64-24
e.	Student Supervision Assistant	65-24
f.	Instructional Assistant-Special Education	66-24
g.	Instructional Assistant-Behavior Intervention	67-24
h.	Instructional Assistant-Extended Day Program	68-24
i.	Instructional Assistant-Bilingual	69-24
j.	Instructional Assistant-Early Learning Cover	70-24
k.	Warehouse Worker/Delivery Driver	71-24
l.	Instructional Assistant-Extended Day Program	72-24
m.	Bus Driver	73-24
n.	Nutrition Services Assistant I	74-24
o.	Student Supervision Assistant	75-24
p.	Instructional Assistant-Special Education	76-24
q.	Secondary Office Support Specialist	77-24
r.	Instructional Assistant-Behavior Intervention	78-24

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.