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

March 21, 2024 – 4:00 p.m.

AGENDA

1. OPENING CEREMONIES:

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

2. ROLL CALL:

Charlene J. Metoyer, Chairperson _____
Tristan Aley, Vice Chairperson _____
Susan G. Meyer, Commissioner _____
Kristen M. Clark, Secretary to Personnel Commission _____

3. ADOPTION OF AGENDA:

Recommendation is made that the agenda for March 21, 2024, 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 February 14, 2024, 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.	Supervisor, Custodial Operations	64-24
b.	School/Community Facilitator	65-24
c.	Payroll Technician	66-24

d.	School Attendance Assistant	67-24
e.	School Office Assistant	68-24
f.	Health Assistant	69-24
g.	Instructional Assistant	70-24
h.	Coordinator III, District Safety	71-24
i.	Executive Assistant-Confidential	72-24
j.	Bus Monitor	73-24
k.	Job Transition Coach	74-24
l.	Office Assistant Bilingual	75-24
m.	Instructional Assistant-Early Learning Cover	76-24
n.	Accounting Assistant III	77-24

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.	Library Media Technician II	125-24
b.	Instructional Assistant-Behavor Intervention Cover	126-24
c.	Custodian – Substitute Only	127-24
d.	Student Supervision Assistant	128-24
e.	Instructional Assistant-Behavior Intervention	129-24
f.	Instructional Assistant-Special Education	130-24
g.	Accountant	131-24
h.	Maintenance Technician - REVISED	122-24
i.	Custodian - EXTENDED	8-24
j.	Instructional Assistant-Special Education	132-24
k.	Technology Support Technician	133-24
l.	Instructional Assistant-Extended Day Program	134-24
m.	Nutrition Services Assistant I	135-24
n.	Lead Technology Support Technician	136-24
o.	Instructional Assistant-Behavior Intervention	137-24
p.	Instructional Assistant-Early Learning	138-24
q.	Instructional Assistant	139-24
r.	Nutrition Services Assistant I	140-24
s.	Instructional Assistant	141-24
t.	Office Assistant I	142-24
u.	Grounds Equipment Operator	143-24
v.	Instructional Assistant-Behavior Intervention	144-24
w.	Instructional Assistant-Special Education	145-24

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.