NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

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

April 18, 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 April 18, 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 March 21, 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.	Secondary Office Support Specialist	78-24
b.	District Translator (English/Russian or English/Spanish)	79-24
c.	Nutrition Services Assistant II	80-24
d.	Nutrition Services Assistant III	81-24

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.	Lead Instructional Assistant-Extended Day Program	146-24
b.	Instructional Assistant-Extended Day Program	147-24
c.	Campus Safety Facilitator Cover	148-24
d.	Systems Engineer	149-24
e.	Student Supervision Assistant	150-24
f.	Bus Driver	151-24
g.	Instructional Assistant-Special Education	152-24
h.	Office Assistant II	153-24
i.	Instructional Assistant	154-24
j.	Instructional Assistant-Behavior Intervention	155-24
k.	Instructional Assistant-Extended Day Program	156-24
l.	Office Assistant III	157-24
m.	Instructional Assistant-Bilingual	158-24
n.	Nutrition Services Assistant I	159-24
o.	Student Supervision Assistant	160-24
p.	Payroll Technician	161-24
q.	Instructional Assistant-Early Learning	162-24
r.	Assistant Director, Maintenance and Operations	163-24

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

8. FIRST READING/SCHEDULE PUBLIC HEARING – PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2024–2025:

The proposed budget is presented for a first reading.

It is recommended that the members of the Personnel Commission schedule the public hearing for the 2024–2025 Fiscal Year Budget at its next Commission meeting, tentatively scheduled for May 16, 2024, at 4:00 p.m.

Motion by _____, Seconded by ____ Vote _____DISCUSSION/ACTION

9. PERSONNEL DIRECTOR:

Informal reports; discussion only.

10. COMMISSIONERS' REMARKS:

11. NEXT MEETING DATE: _____ TIME: _____

12. 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.