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

May 16, 2024 – 4:30 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 May 16, 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 April 18, 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. PUBLIC HEARING-PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2024-2025:

The Personnel Commission will hold a public hearing on its budget for the Fiscal Year 2024-2025, pursuant to California Education Code 45253.

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

7. RATIFICATION OF VACANCY ANNOUNCEMENTS:

Recommendation is made that the following vacancy announcement(s) be ratified.

a. Instructional Assistant-Behavior Intervention Cover 82-24

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

8. CERTIFICATION OF NEW ELIGIBILITY LISTS:

Recommendation is made that the following eligibility list(s) be certified.

a.	Grounds Maintenance Worker	164-24
b.	Instructional Assistant-Special Education	165-24
c.	Bus Driver	166-24
d.	Student Supervision Assistant	167-24
e.	Health Assistant	168-24
f.	School Attendance Assistant	169-24
g.	Instructional Assistant-Behavior Intervention	170-24
h.	Instructional Assistant – Early Learning Cover	171-24
i.	Instructional Assistant	172-24
j.	School/Community Facilitator	173-24
k.	Nutrition Services Assistant I	174-24
l.	Bus Monitor	175-24
m.	Student Supervision Assistant	176-24
n.	Instructional Assistant-Extended Day Program	177-24
o.	Instructional Assistant	178-24
p.	District Translator	179-24
q.	Job Transition Coach	180-24
r.	Instructional Assistant-Behavior Intervention	181-24
s.	Instructional Assistant-Special Education	182-24
t.	Student Supervision Assistant	183-24
u.	Nutrition Services Assistant III	184-24
v.	Nutrition Services Assistant I	185-24
w.	Accounting Assistant III	186-24

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

9. APPROVAL OF NEW JOB CLASSIFICATION OF COORDINATOR III, PURCHASING AND CONTRACTS

It is recommended that the members of the Personnel Commission approve the proposed new job classification of Coordinator III, Purchasing and Contracts and that the salary for this class be placed on the Management Salary Schedule at Range 6001.

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

10. ADOPT PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2024–2025:

It is recommended that the members of the Personnel Commission adopt the Personnel Commission Budget for the 2024–2025 Fiscal Year as proposed.

Motion by _____, Seconded by ____ Vote _____DISCUSSION/ACTION

11. PERSONNEL DIRECTOR:

Informal reports; discussion only.

12. COMMISSIONERS' REMARKS:

13. NEXT MEETING DATE: _____ TIME: _____

14. 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.