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

September 19, 2024 – 4:00 p.m.

AGENDA

1. OPENING CEREMONIES:

The meeting will open with a moment of 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 September 19, 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 August 15, 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, Payroll 23-25
b. Manager, Maintenance and Operations 24-25

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	12-25
b.	Instructional Assistant	13-25
c.	Student Supervision Assistant	14-25
d.	Instructional Assistant-Extended Day Program	15-25
e.	Nutrition Services Assistant I	16-25
f.	Instructional Assistant-Special Education	17-25
g.	Instructional Assistant-Early Learning	18-25
h.	Coordinator III, Purchasing and Contracts	19-25
i.	Nutrition Services Assistant I Cover	20-25
j.	Lead Technology Support Technician	21-25
k.	Instructional Assistant-Behavior Intervention	22-25
l.	Instructional Assistant-Special Education	23-25
m.	Instructional Assistant	24-25
n.	School/Community Facilitator	25-25
o.	Occupational Therapist	26-25
p.	Nutrition Services Assistant I	27-25
q.	School Office Assistant	28-25
r.	Student Supervision Assistant	29-25
s.	Instructional Assistant-Bilingual	30-25
t.	Health Assistant	31-25
u.	Instructional Assistant-Extended Day Program	32-25
v.	Lead Warehouse Worker/Delivery Driver	33-25
w.	Bus Monitor	34-25
x.	Custodian	35-25
y.	Instructional Assistant-Behavior Intervention	36-25
z.	Instructional Assistant-Early Learning	37-25

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

8. APPROVAL OF CLASSIFICATION MODIFICATION: DELEGATED BEHIND THE WHEEL TRAINER

Based on the needs of the District, it has been recommended that modifications of the classification Delegated Behind the Wheel Trainer be approved. These modifications have no additional pay allocation.

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

9. PERSONNEL DIRECTOR:

Informal reports; discussion only.

10. ANNOUNCEMENT OF INTENDED JOINT APPOINTEE TO THE PERSONNEL COMMISSION:

The Personnel Commission will consider action to announce its intended joint appointee in accordance with Education Code 45246.

11. COMMISSIONERS' REMARKS:

12. NEXT MEETING DATE: _____ TIME: _____

13. 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.