

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

November 21, 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 November 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 October 17, 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. Ground Maintenance Worker | 34-25 |
| b. Instructional Assistant-Bilingual | 35-25 |
| c. Office Assistant Bilingual | 36-25 |
| d. Payroll Technician | 37-25 |

- | | | |
|----|---|-------|
| e. | Lead Instructional Assistant-Extended Day Program | 38-25 |
| f. | Receptionist | 39-25 |
| g. | Health Assistant Cover | 40-25 |

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. | Nutrition Services Assistant I | 55-25 |
| b. | Instructional Assistant-Extended Day Program | 56-25 |
| c. | Instructional Assistant | 57-25 |
| d. | Student Supervision Assistant | 58-25 |
| e. | Instructional Assistant-Behavior Intervention | 59-25 |
| f. | Instructional Assistant-Special Education | 60-25 |
| g. | Campus Safety Facilitator | 61-25 |
| h. | Warehouse Worker/Delivery Driver | 62-25 |
| i. | Student Supervision Assistant | 63-25 |
| j. | Nutrition Services Assistant I | 64-25 |
| k. | Instructional Assistant-Extended Day Program | 65-25 |
| l. | Nutrition Services Assistant I | 66-25 |
| m. | Warehouse Worker II/Delivery Driver | 67-25 |
| n. | Student Supervision Assistant | 68-25 |
| o. | Instructional Assistant-Early Learning | 69-25 |
| p. | Instructional Assistant-Behavior Intervention | 70-25 |

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

8. APPROVAL OF CLASSIFICATION MODIFICATION: RECEPTIONIST

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

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

9. PERSONNEL DIRECTOR:

Informal reports; discussion only.

10. PUBLIC HEARING – JOINT APPOINTEE TO THE PERSONNEL COMMISSION:

In accordance with California Education Code 45246(f), the Personnel Commission is providing the public, employees and employee organizations the opportunity to express their views.

11. APPOINTMENT OF PERSONNEL COMMISSIONER MR. TRISTAN L. ALEY

It is recommended that Board and Union Appointees consider action in accordance with California Education Code 45246(f) to reappoint Mr. Tristan L. Aley as Personnel Commissioner

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

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.