

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission
Board Room
2985-A Bear Street, Costa Mesa, CA 92626

December 11, 2024 – 4:15 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 December 11, 2024, be adopted.

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

4. APPROVAL OF MINUTES:

Recommendation is made that the minutes of the regular meeting of November 21, 2024, be adopted.

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 NOTICE: REORGANIZATION

OATH OF OFFICE

At this time, prior to the reorganization process, NMUSD Board of Education President Carol Crane, will administer the Oath of Office to Mr. Tristan Aley, Personnel Commissioner. The Board and Union Appointees approved Mr. Aley as Joint Appointee to the Personnel Commission at its November 21, 2024, meeting. The appointment took effect at noon on December 1, 2024.

ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON, PERSONNEL COMMISSION
FOR CALENDAR YEAR 2025; PERSONNEL COMMISSION RULE 2.1.2, OFFICERS

It is recommended that the members of the Personnel Commission elect the chairperson and vice-chairperson for the calendar year 2025.

_____, elected Chairperson

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

_____, elected Vice Chairperson

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

7. RATIFICATION OF VACANCY ANNOUNCEMENTS:

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

- | | |
|--|-------|
| a. Manager, Maintenance and Operations | 41-25 |
| b. Custodian (Substitute Only) | 42-25 |
| c. Assistant Director, Maintenance and Operations | 43-25 |
| d. Accounting Assistant III | 44-25 |
| e. School Registrar II – High School | 45-25 |
| f. Nutrition Services Assistant II | 46-25 |
| g. Instructional Assistant-Behavior Intervention Cover | 47-25 |

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. Instructional Assistant | 71-25 |
| b. Bus Monitor | 72-25 |
| c. Instructional Assistant-Extended Day Program | 73-25 |
| d. Coordinator III, Purchasing and Contracts | 74-25 |
| e. Grounds Maintenance Worker | 75-25 |
| f. Nutrition Services Assistant I | 76-25 |
| g. Instructional Assistant-Special Education | 77-25 |
| h. Bus Driver | 78-25 |
| i. Student Supervision Assistant | 79-25 |
| j. Instructional Assistant-Early Learning | 80-25 |
| k. Instructional Assistant-Extended Day Program | 81-25 |

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.