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

January 16, 2025 – 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:

Tristan Aley, Chairperson _____
Susan Meyer, Vice Chairperson _____
Charlene Metoyer, Commissioner _____
Kristen M. Clark, Secretary to Personnel Commission _____

3. ADOPTION OF AGENDA:

Recommendation is made that the agenda for January 16, 2025, 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 December 11, 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.	Job Transition Specialist	48-25
b.	Bus Monitor	49-25
c.	Delegated Behind the Wheel Trainer	50-25

d.	College Guidance Specialist – CANCELLED	51-25
e.	Lead Instructional Assistant-Extended Day Program	52-25

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	82-25
b.	Instructional Assistant-Bilingual	83-25
c.	Nutrition Services Assistant I	84-25
d.	Student Supervision Assistant	85-25
e.	Office Assistant-Bilingual	86-25
f.	Instructional Assistant-Special Education	87-25
g.	Instructional Assistant-Early Learning	88-25
h.	Administrative Assistant I	89-25
i.	Technology Support Technician	90-25
j.	Payroll Technician	91-25
k.	Receptionist	92-25
l.	Administrative Assistant-Confidential	93-25
m.	Nutrition Services Assistant I	94-25
n.	Student Supervision Assistant	95-25
o.	Custodian – Substitute Only	96-25
p.	Instructional Assistant-Behavior Intervention	97-25

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

8. PERSONNEL DIRECTOR:

Informal reports; discussion only.

9. COMMISSIONERS' REMARKS

10. NEXT MEETING DATE: _____ TIME: _____

11. 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.