

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

February 27, 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 February 27, 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 January 16, 2025, 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. Office Assistant III

53-25

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-Extended Day Program	98-25
b.	Instructional Assistant-Special Education	99-25
c.	Nutrition Services Assistant II	100-25
d.	Student Supervision Assistant	101-25
e.	Instructional Assistant-Early Learning	102-25
f.	School Registrar II – High School	103-25
g.	Instructional Assistant-Behavior Intervention Cover	104-25
h.	Instructional Assistant-Behavior Intervention	105-25
i.	Instructional Assistant-Extended Day Program	106-25
j.	Job Transition Specialist	107-25
k.	Nutrition Services Assistant I Cover	108-25
l.	Information Technology Technician	109-25
m.	Health Assistant Cover	110-25
n.	Custodian – Substitute Only	111-25
o.	Student Supervision Assistant	112-25
p.	Nutrition Services Assistant I	113-25
q.	Bus Monitor	114-25
r.	Instructional Assistant-Early Learning	115-25
s.	Instructional Assistant-Behavior Intervention	116-25
t.	Instructional Assistant-Extended Day Program	117-25

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.