

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission
Sanborn Assembly Room
2985 Bear Street, Building A, Costa Mesa, CA 92626

March 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 March 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 February 27, 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. Bus Monitor | 54-25 |
| b. Health Assistant | 55-25 |
| c. School Office Assistant | 56-25 |
| d. School Administrative Assistant-Elementary | 57-25 |

- | | |
|--------------------------------------|-------|
| e. Head Custodian | 58-25 |
| f. Information Technology Technician | 59-25 |

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. Bus Driver | 118-25 |
| b. Student Supervision Assistant | 119-25 |
| c. Instructional Assistant-Special Education | 120-25 |
| d. Delegated Behind the Wheel Trainer | 121-25 |
| e. Custodian – Substitutes Only | 122-25 |
| f. Maintenance and Operations Manager | 123-25 |
| g. Instructional Assistant-Early Learning | 124-25 |
| h. Nutrition Services Assistant I | 125-25 |
| i. Instructional Assistant-Special Education | 126-25 |
| j. Instructional Assistant-Extended Day Program | 127-25 |
| k. Student Supervision Assistant | 128-25 |
| l. Instructional Assistant-Behavior Intervention | 129-25 |
| m. Lead Instructional Assistant-Extended Day Program | 130-25 |
| n. Office Assistant III | 131-25 |
| o. Custodian – EXTENDED | 35-25 |

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

8. APPROVAL OF CLASSIFICATION MODIFICATION: SCHOOL BUS COVER DRIVER

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

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.