

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

April 24, 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 April 24, 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 March 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. Instructional Assistant | 60-25 |
| b. Supervisor, Custodial Operations | 61-25 |
| c. School Bus Cover Driver – Promotional Only | 62-25 |
| d. Chief Business Official | 63-25 |

e.	Lead Grounds Maintenance Worker	64-25
f.	Library Media Technician	65-25
g.	Maintenance Technician	66-25
h.	Manager, Nutrition Services Operations/Distribution	67-25
i.	Preschool Teacher	68-25
j.	Job Transition Coach	69-25
k.	Instructional Assistant-Technology II	70-25
l.	Instructional Assistant-Bilingual	71-25
m.	Human Resources Technician	72-25
n.	Credentials Specialist	73-25
o.	Accounting Assistant III	74-25
p.	Accountant	75-25
q.	School Administrative Assistant-High School Alternative	76-25
r.	Secondary Office Support Specialist	77-25
s.	Administrative Assistant II	78-25
t.	School Attendance Assistant	79-25
u.	School Attendance Technician	80-25
v.	Computer Software Analyst II	81-25
w.	Nutrition Services Assistant II	82-25
x.	Nutrition Services Assistant III	83-25
y.	Vehicle Mechanic	84-25
z.	Supervisor, Nutrition Services	85-25

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-Early Learning	132-25
b.	Nutrition Services Assistant I	133-25
c.	Nutrition Services Assistant I Cover	134-25
d.	Student Supervision Assistant	135-25
e.	Instructional Assistant-Special Education	136-25
f.	Assistant Director, Maintenance and Operations	137-25
g.	Instructional Assistant-Extended Day Program	138-25
h.	Bus Monitor	139-25

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

8. APPROVAL OF CLASSIFICATION MODIFICATION: ACCOMPANIST

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

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

9. APPROVAL OF CLASSIFICATION MODIFICATION: SUPERVISOR, CENTRAL KITCHEN

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

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

10. APPROVAL OF CLASSIFICATION MODIFICATION: SUPERVISOR, NUTRITION SERVICES

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

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

11. APPROVAL OF CLASSIFICATION MODIFICATION: SUPERVISOR, TRANSPORTATION OPERATIONS

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

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

12. APPROVAL OF CLASSIFICATION MODIFICATION: VEHICLE MECHANIC

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

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

13. APPROVAL OF CLASSIFICATION MODIFICATION: ADMINISTRATIVE ASSISTANT-CONFIDENTIAL, PERSONNEL COMMISSION

Based on the needs of the District, it has been recommended that modifications of the classification Administrative Assistant-Confidential, Personnel Commission be approved. These modifications have no additional pay allocation.

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

14. APPROVAL OF CLASSIFICATION MODIFICATION: INSTRUCTIONAL ASSISTANT-BEHAVIOR INTERVENTION

Based on the needs of the District, it has been recommended that modifications of the classification Instructional Assistant-Behavior Intervention be approved. These modifications have no additional pay allocation.

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

15. FIRST READING/SCHEDULE PUBLIC HEARING – PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2025–2026:

The proposed budget is presented for a first reading.

It is recommended that the members of the Personnel Commission schedule the public hearing for the 2025–2026 Fiscal Year Budget at its next Commission meeting, tentatively scheduled for May 15, 2025, at 4:00 p.m.

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

16. PERSONNEL DIRECTOR:

Informal reports; discussion only.

17. COMMISSIONERS' REMARKS:

18. NEXT MEETING DATE: _____ **TIME:** _____

19. 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.