

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

May 15, 2025 – 4:00 p.m.

AGENDA

1. OPENING CEREMONIES:

The meeting will open with a moment of silent 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 May 15, 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 April 24, 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. PUBLIC HEARING-PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2025-2026:

The Personnel Commission will hold a public hearing on its budget for the Fiscal Year 2025-2026, pursuant to California Education Code 45253.

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

7. RATIFICATION OF VACANCY ANNOUNCEMENTS:

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

- | | |
|---|-------|
| a. Supervisor, Transportation Operations | 86-25 |
| b. Facilities Analyst | 87-25 |
| c. Supervisor, Central Kitchen | 88-25 |
| d. Administrative Assistant/Confidential-Personnel Commission | 89-25 |

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. Health Assistant | 140-25 |
| b. Instructional Assistant-Special Education | 141-25 |
| c. Student Supervision Assistant | 142-25 |
| d. Instructional Assistant-Behavior Intervention | 143-25 |
| e. Head Custodian | 144-25 |
| f. Instructional Assistant-Early Learning | 145-25 |
| g. Instructional Assistant-Extended Day Program | 146-25 |
| h. Instructional Assistant | 147-25 |
| i. School Bus Cover Driver | 148-25 |
| j. Student Supervision Assistant | 149-25 |
| k. Instructional Assistant-Behavior Intervention | 150-25 |

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

9. APPROVAL OF CLASSIFICATION MODIFICATION: COORDINATOR, CREDENTIALS

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

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

10. APPROVAL OF CLASSIFICATION MODIFICATION: DATA NETWORK TECHNICIAN

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

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

11. APPROVAL OF CLASSIFICATION MODIFICATION: MANAGER GROUNDS MAINTENANCE

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

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

12. APPROVAL OF CLASSIFICATION MODIFICATION: MAINTENANCE PLUMBER

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

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

13. ADOPT PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2025–2026:

It is recommended that the members of the Personnel Commission adopt the Personnel Commission Budget for the 2025–2026 Fiscal Year as proposed.

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

14. PERSONNEL DIRECTOR:

Informal reports; discussion only.

15. COMMISSIONERS' REMARKS:

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

17. 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.