NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

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

July 17, 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 July 17, 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 June 26, 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.	Campus Safety Facilitator Cover	102-25
b.	Student Supervision Assistant	1-26
c.	Instructional Assistant-Special Education	2-26
d.	Instructional Assistant-Behavior Intervention	3-26
e.	Instructional Assistant-Extended Day Program	4-26
f.	Instructional Assistant	5-26

g.	Instructional Assistant-Early Learning	6-26
h.	Warehouse Worker/Delivery Driver	7-26
i.	Health Assistant	8-26
j.	Health Assistant-Cover	9-26
k.	Bus Monitor	10-26
l.	Nutrition Services Assistant I	11-26
m.	Nutrition Services Assistant II Cover	12-26
n.	Bus Driver Trainee	13-26
o.	Office Assistant II	14-26

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.	School Administrative Assistant - CORRECTED	178-25
b.	Instructional Assistant-Behavior Intervention	179-25
c.	School Attendance Technician	180-25
d.	School Attendance Assistant	181-25
e.	Administrative Assistant II	182-25
f.	School Office Assistant	183-25
g.	Supervisor, Nutrition Services	1-26
h.	Nutrition Services Assistant I	2-26
i.	Data Network Technician	3-26
j.	Facilities Analyst	4-26
k.	Administrative Assistant/Confidential – Personnel Commission	5-26
l.	Administrative Assistant/Confidential	6-26

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

8. APPROVAL OF CLASSIFICATION MODIFICATION: MAINTENANCE LOCKSMITH

It was recommended that modifications to the classification Maintenance Locksmith be approved as amended. These modifications have no additional pay allocation.

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.