

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

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

August 21, 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 August 21, 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 July 17, 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. Accompanist	15-26
b. Administrative Assistant I	16-26
c. Bus Driver	17-26
d. Office Assistant Bilingual	18-26
e. Job Transition Specialist	19-26
f. Technology Support Technician	20-26
g. Lead Technology Support Technician	21-26
h. Maintenance Locksmith	22-26

i. School Community Facilitator	23-26
j. Preschool Site Facilitator	24-26
k. Instructional Assistant-Bilingual	25-26
l. Data Network Technician	26-26

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 Attendance Technician – CORRECTED	180-25
b. Health Assistant	7-26
c. Health Assistant Cover	8-26
d. Bus Monitor	9-26
e. Grounds Maintenance Worker	10-26
f. Instructional Assistant	11-26
g. Instructional Assistant – Extended Day Program	12-26
h. Instructional Assistant – Early Learning	13-26
i. Nutrition Services Assistant I	14-26
j. Bus Driver	15-26
k. Maintenance Plumber	16-26
l. Grounds Equipment Operator	17-26
m. Secondary Office Support Specialist	18-26
n. Supervisor, Central Kitchen	19-26
o. Coordinator Credentials	20-26
p. Nutrition Services Assistant I Cover	21-26
q. School Community Facilitator	22-26
r. Payroll Technician	23-26
s. Campus Safety Facilitator Cover	24-26
t. Campus Safety Facilitator	25-26
u. Instructional Assistant–Behavior Intervention	26-26
v. Instructional Assistant–Special Education	27-26
w. Student Services Assistant	28-26

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.