

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

September 18, 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 September 18, 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 August 21, 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-Bilingual | 27-26 |
| b. Transportation Dispatcher/Scheduler | 28-26 |
| c. Lead Warehouse Worker/Delivery Driver | 29-26 |

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. Preschool Site Facilitator	29-26
b. Warehouse Worker/Delivery Driver	30-26
c. Instructional Assistant	31-26
d. Nutrition Services Assistant II Cover	32-26
e. Instructional Assistant-Early Learning	33-26
f. Instructional Assistant-Special Education	34-26
g. Instructional Assistant-Extended Day Program	35-26
h. Student Supervision Assistant	36-26
i. Manager Grounds Maintenance	37-26
j. Instructional Assistant-Behavior Intervention	38-26
k. Office Assistant II	39-26
l. Bus Monitor	40-26
m. Instructional Assistant-Early Learning	41-26
n. Supervisor, Custodial Operations	42-26
o. Accompanist	43-26
p. Computer Software Analyst I	44-26
q. Instructional Assistant	45-26
r. Office Assistant-Bilingual	46-26
s. Nutrition Services Assistant I	47-26
t. Nutrition Services Assistant I Cover	48-26
u. Instructional Assistant-Special Education	49-26

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

8. APPROVAL OF CLASSIFICATION MODIFICATION: TRANSPORTATION DISPATCH/SCHEDULER

Based on the needs of the District, it has been recommended that modifications to the classification Transportation Dispatch/Scheduler be approved. 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.