

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

October 16, 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 October 16, 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 September 18, 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. Custodian | 30-26 |
| b. Lead Custodian Promotional Only | 31-26 |
| c. Manager, Grounds Maintenance | 32-26 |

- | | |
|-------------------------------|-------|
| d. School Office Assistant | 33-26 |
| e. Preschool Site Facilitator | 34-26 |

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-Elementary | 184-25 |
| b. Student Supervision Assistant | 50-26 |
| c. Instructional Assistant-Early Learning | 51-26 |
| d. Instructional Assistant-Behavior Intervention | 52-26 |
| e. Instructional Assistant-Extended Day Program | 53-26 |
| f. Instructional Assistant-Bilingual | 54-26 |
| g. School Community Facilitator | 55-26 |
| h. Maintenance Locksmith | 56-26 |
| i. Student Supervision Assistant | 57-26 |
| j. Nutrition Services Assistant I | 58-26 |
| k. Administrative Assistant I | 59-26 |
| l. Nutrition Services Assistant I Cover | 60-26 |
| m. Lead Technology Support Technician | 61-26 |
| n. Instructional Assistant-Behavior Intervention | 62-26 |
| o. Job Transition Specialist | 63-26 |
| p. Instructional Assistant-Extended Day Program | 64-26 |
| q. Instructional Assistant-Special Education | 65-26 |
| r. Bus Driver | 66-26 |
| s. Bus Monitor | 67-26 |
| t. Instructional Assistant-Special Education | 68-26 |

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.