

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

March 19, 2026- 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:

Susan Meyer, Chairperson	_____
Charlene Metoyer, Vice Chairperson	_____
Tristan Aley, Commissioner	_____
Kristen Clark, Secretary to Personnel Commission	_____

3. ADOPTION OF AGENDA:

Recommendation is made that the agenda for March 19, 2026, 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 February 12, 2026, 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. Nutrition Services Assistant II	56-26
b. Instructional Assistant	57-26
c. Secondary Office Support Specialist	58-26
d. Human Resources Technician	59-26
e. Accompanist	60-26
f. Campus Safety Facilitator Cover	61-26

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. Instructional Assistant-Special Education	120-26
b. Manager, Grounds Maintenance	121-26
c. Custodian (Substitute Only)	122-26
d. Nutrition Services Assistant I	123-26
e. Instructional Assistant-Behavior Intervention	124-26
f. Student Supervision Assistant	125-26
g. Instructional Assistant-Extended Day Program	126-26
h. Instructional Assistant-Special Education	127-26
i. School Administrative Assistant-High School Alternative Campus	128-26
j. Instructional Assistant-Early Learning Cover	129-26
k. Instructional Assistant-Behavior Intervention	130-26
l. Instructional Assistant-Extended Day Program	131-26
m. Student Supervision Assistant	132-26

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.