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

April 23, 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 April 23, 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 March 19, 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	Instructional Assistant-Bilingual	62-26
b	Grounds Maintenance Worker	63-26
c	Warehouse Worker/Delivery Driver	64-26
d	Preschool Site Facilitator	65-26
e	Instructional Assistant-Early Learning Cover	66-26
f	Head Custodian Promotional Only	67-26
g	Nutrition Services Assistant I Cover	68-26

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	133-26
b.	Nutrition Services Assistant II	134-26
c.	Warehouse Worker II/Delivery Driver (Promotional Only)	135-26
d.	Health Assistant	136-26
e.	Bus Driver	137-26
f.	Student Supervision Assistant	138-26
g.	Instructional Assistant-Special Education	139-26
h.	Instructional Assistant-Behavior Intervention	140-26
i.	Nutrition Services Assistant I	141-26
j.	Instructional Assistant-Extended Day Program	142-26
k.	Instructional Assistant	143-26
l.	Secondary Office Support Specialist	144-26

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

8. FIRST READING/SCHEDULE PUBLIC HEARING-PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2026-2027:

The proposed budget is presented for a first reading.

It is recommended that the members of the Personnel Commission schedule the public hearing for the 2026–2027 Fiscal Year Budget at its next Commission meeting, tentatively scheduled for May 21, 2026, at 4:00 p.m.

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

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.