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

July 16, 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 July 16, 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 June 18, 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.	Office Assistant II	74-26
b.	Instructional Assistant-Early Learning	75-26
c.	Computer Software Analyst II	76-26
d.	Nutrition Services Assistant III	77-26
e.	Student Supervision Assistant	1-27
f.	Instructional Assistant-Special Education	2-27
g.	Instructional Assistant-Behavior Intervention	3-27
h.	Instructional Assistant-Extended Day Program	4-27
i.	Nutrition Services Assistant I	5-27

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-Behavior Intervention	176-26
b.	Nutrition Services Assistant I	177-26
c.	Instructional Assistant-Special Education	178-26
d.	Transportation Dispatcher/Scheduler	179-26
e.	Nutrition Services Assistant I	180-26
f.	Bus Driver	181-26

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

8. APPROVAL OF CLASSIFICATION MODIFICATION: BUS DRIVER

Based on the needs of the District, it has been recommended that modifications to the classification Bus Driver be approved. These modifications have no additional pay allocation.

9. APPROVAL OF CLASSIFICATION MODIFICATION: MECHANIC'S ASSISTANT

Based on the needs of the District, it has been recommended that modifications to the classification Mechanic's Assistant be approved. These modifications have no additional pay allocation.

10. APPROVAL OF CLASSIFICATION MODIFICATION: TRANSPORTATION PARTS ASSISTANT

Based on the needs of the District, it has been recommended that modifications to the classification Transportation Parts Assistant be approved. These modifications have no additional pay allocation.

11. PERSONNEL DIRECTOR:

Informal reports; discussion only.

12. COMMISSIONERS' REMARKS:

13. NEXT MEETING DATE: _____ TIME: _____

14. 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.