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

November 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 November 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 October 15, 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-Early Learning	26-27
b.	Office Assistant Bilingual	27-27
c.	Instructional Assistant	28-27
d.	Lead Instructional Assistant-Extended Day Program	29-27
e.	Bus Driver	30-27
f.	Bus Driver (Substitute Only)	31-27
g.	School Community Facilitator	32-27
h.	School Administrative Assistant-High School Alternative Campus	33-27

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-Special Education	36-27
b.	Nutrition Services Assistant I	37-27
c.	Student Supervision Assistant	38-27
d.	Administrative Assistant II	39-27
e.	Health Assistant	40-27
f.	Instructional Assistant-Behavior Intervention	41-27
g.	Custodian (Substitute Only)	42-27
h.	Instructional Assistant-Extended Day Program	43-27
i.	Nutrition Services Assistant I	44-27
j.	Instructional Assistant-Special Education	45-27
k.	Instructional Assistant-Behavior Intervention	46-27
l.	Warehouse Worker II/Delivery Driver	47-27
m.	Irrigation Specialist	48-27
n.	Student Supervision Assistant	49-27
o.	Instructional Assistant-Bilingual	50-27

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. 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.