

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission
Board Room
2985 Bear Street, Building A, Costa Mesa, CA 92626

April 20, 2023 – 4:10 p.m.

AGENDA

1. OPENING CEREMONIES:

The meeting will open with a silent invocation followed by the Pledge of Allegiance to the flag.

2. ROLL CALL:

Susan G. Meyer, Chairperson	_____
Charlene J. Metoyer, Vice-Chair	_____
Tristan Aley, Commissioner	_____
Kristen M. Clark, Secretary to Personnel Commission	_____

3. ADOPTION OF AGENDA:

Recommendation is made that the agenda for April 20, 2023 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 16, 2023 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. Campus Safety Facilitator | 69-23 |
| b. Bus Monitor | 70-23 |
| c. Executive Assistant-Confidential | 71-23 |
| d. School Administrative Assistant-Elementary | 72-23 |

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 | 165-23 |
| b. Instructional Assistant-Early Learning | 166-23 |
| c. Nutrition Services Assistant I | 167-23 |
| d. Instructional Assistant | 168-23 |
| e. Library Media Technician I | 169-23 |
| f. Student Supervision Assistant | 170-23 |
| g. Instructional Assistant-Bilingual | 171-23 |
| h. Executive Assistant-Superintendent | 172-23 |
| i. Instructional Assistant-Special Education | 173-23 |
| j. School Administrative Assistant-Elementary | 174-23 |
| k. Instructional Assistant | 175-23 |
| l. Student Supervision Assistant | 176-23 |
| m. School Administrative Assistant-Intermediate | 177-23 |
| n. Instructional Assistant-Extended Day Program | 178-23 |
| o. Custodian – Substitutes Only | 179-23 |
| p. Administrative Assistant I | 180-23 |

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

8. PERSONNEL DIRECTOR:

Informal reports; discussion only.

9. FIRST READING/SCHEDULE PUBLIC HEARING – PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2023–2024:

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 2023–2024 Fiscal Year Budget at its next Commission meeting, tentatively scheduled for May 18, 2023 at 4:00 p.m.

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

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.