

LA HABRA CITY SCHOOL DISTRICT
Personnel Commission Meeting
April 4, 2017 – 4:00 p.m.

AGENDA

1. **Formal Call to Order** 4:00 p.m.

2. **Pledge of Allegiance**

3. **Addressing the Commission**

Employees and interested parties are invited to attend Personnel Commission Meetings. Those who attend meetings and wish to speak will be recognized by the Chair at the beginning of the meeting. A person wishing to address the Commission will rise, and when recognized, state his or her name and association with the District, and then proceed with comments.

Audience participation, under any circumstances, shall be limited to those persons having direct business with the Commission, or any citizen or taxpayer residing within the District.

4. **Correspondence**

5. **Action Item – Approval of Minutes of Regular Meeting Held on March 14, 2017.**

Attachment #1

Moved _____ 2nd _____ Action Taken _____

6. **Personnel Director’s Report**

7. **CSEA Update**

8. **Information Item – Substitutes, New Hires and Resignations**

Attachment #2

9. **Action Item: Approval to Establish an Eligibility List for various positions**

- Physical Education Assistant
- Community Liaison-Schools Readiness – Limited Term Assignment

Moved _____ 2nd _____ Action Taken _____

10. **Action Item – 1st Reading of Personnel Commission Job Description Review Form**

Continued 1st reading of the LHCSO Personnel Commission Job Description Review Form –
Maintenance Job Family.

Attachment #3

Moved _____ 2nd _____ Action Taken _____

11. **Action Item – 1st Reading of Job Description**

Commissioners will conduct a 1st reading of the Electrician/HVAC Technician job description.

Attachment #4

Moved _____ 2nd _____ Action Taken _____

12. **Establish Date for Next Regular Meeting: May 2, 2017**

13. **CLOSED SESSION**

14. **Adjournment**