



 *La Habra City  
School District*

## **Personnel Commission Agenda**

Tuesday, January 17, 2023 04:00 PM

### **Regular Meeting of the Personnel Commission**

**District Office Board Room**

**500 N. Walnut Street**

**La Habra, CA 90631**

**4:00 p.m. - Closed Session**

**4:30 p.m. – Call to Order/Regular Meeting**

**(Meetings are recorded for use in official minutes)**

#### **1. Formal Call to Order**

**Start time: 04:00 PM**

#### **2. Closed Session Items**

- Public Employee Discipline/Dismissal/Release/Personnel Matters  
Government Code Section 54954.5(d), 54957

#### **3. Second Call to Order**

**Start time: 04:30 PM**

- Welcome
- Roll Call
- Pledge of Allegiance

#### **4. Organizational Meeting**

1. Announcement of Jeff Hoefler's reappointment as CSEA Appointee for the term of December 2022 through November 2025.
2. Commissioners to elect a Chair through November 2023.
3. Commissioners to establish day and time of regular Commission Meetings for 2023.

#### **5. Action Item: Approval of Minutes of the Regular Meeting of November 15, 2022**

**(Action)**

**6. Public Comment**

This is an opportunity for community members to address the Personnel Commission on non-agenda items for matters under the subject matter jurisdiction of the Commission. Speaking time is limited to three (3) minutes per speaker with a maximum of twenty (20) minutes per topic. Persons wishing to address the Commission should complete and submit a presentation card available on the table near the hallway door. The presentation card must be completed and given to the Secretary prior to the meeting. Matters not on the agenda may neither be acted upon nor discussed by the Commission, but will be researched and responded to in any one of the following ways: 1) by telephone after research; 2) by mail after research; or 3) at a subsequent Commission meeting as an agenda item.

**7. Director's Report****8. Associate Superintendent of Human Resources report****9. CSEA Update****10. Information Item: Board Approved Personnel Report(s) (Information)**

Personnel Reports approved by the Board of Education on December 15, 2022 and January 12, 2023.

[Change of Status 12-15-22](#)

[New Hires 12-15-22](#)

[Separations 12-15-22](#)

[New Hires 1-12-23](#)

[Separations 1-12-23](#)

**11. Action Item: Approval/Ratification of Eligibility List(s) (Action)**

Commissioners are requested to approve/ratify eligibility list(s) for the following positions:

- Director of Construction, M&O, and Facilities
- Secretary

Moved \_\_\_\_\_

Second \_\_\_\_\_

Action Taken \_\_\_\_\_

[Director of Construction, M&O, Facilities Eligibility List](#)

[Information Services Tech II Eligibility List](#)

[Secretary Eligibility List](#)

**12. Action Item: Approval of Classified Postings (Action)**

It is recommended that Commissioners ratify/approve postings for the following positions:

- Clerk Typist (12)
- Community Liaison
- Evening Custodian (part-time/limited term)
- Groundskeeper
- Information Services Technician II
- Instructional Assistant II-Special Education/Health & Medical
- Language Assessment Assistant
- Physical Education Assistant (substitute)
- Speech and Language Assistant (SLPA)

Moved \_\_\_\_\_

Second \_\_\_\_\_

Action Taken \_\_\_\_\_

- Clerk Typist (12) Announcement
- Community Liaison Announcement
- Evening Custodian Limited Term Announcement
- Groundskeeper Announcement
- Information Services Technician II Announcement
- IASE II - Health Med Announcement
- Lang Assessment Assistant Announcement
- Physical Education Assistant Announcement
- Speech and Language Assistant (SLPA) Announcement

**13. Personnel Commissioners Comments/Reports**

This is the time during which the Personnel Commission may make a brief announcement or report on his/her own activities relative to Commission business.

**14. Next Regular Personnel Commission Meeting:**

Next Meeting Date:\_\_\_\_\_ Time:\_\_\_\_\_

**15. Adjournment**

There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

Approval of Meeting Adjournment at:\_\_\_\_\_

Moved\_\_\_\_\_

Second\_\_\_\_\_

Action Taken\_\_\_\_\_

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La Habra City School District is a tobacco-free district. Tobacco use is prohibited on District property at all times. If you will require an accommodation to participate in the Commission meeting, please notify the Classified Personnel Office at least 48 hours prior to the meeting.