



La Habra City School District

Personnel Commission Agenda

Tuesday, March 14, 2023 04:30 PM

Regular Meeting of the Personnel Commission

District Office Board Room

500 N. Walnut Street

La Habra, CA 90631

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

(Meetings are recorded for use in official minutes)

1. Call to Order

Start time: 04:30 PM

- Welcome
- Roll Call
- Pledge of Allegiance

2. Action Item: Approval of Minutes of the Regular Meeting of February 14, 2023 (Action)

Moved _____

Second _____

Action Taken _____

3. 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.

4. Director's Report

5. CSEA Update

6. Associate Superintendent of Human Resources Update

7. Information Item: Board Approved Personnel Report(s) (Information)

Personnel Reports approved by the Board of Education on March 9, 2023.

[New Hires 3-9-23](#)

[Change of Status 3-9-23](#)

[Separations 3-9-23](#)

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

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

- **Information Services Technician I**

Moved _____ Second _____ Action Taken _____

[Information Services Technician I Eligibility List](#)

9. Action Item: Approval/Ratification of Classified Postings (Action)

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

- **Bus Driver**
- **Extended Care Site Lead**
- **Extended Care Assistant Site Lead**
- **Groundskeeper**
- **Maintenance & Operations Supervisor**

Moved _____ Second _____ Action Taken _____

[Bus Driver Announcement - March 2023](#)

[Extended Care Site Lead Announcement - March 2023](#)

[Extended Care Assistant Site Lead Announcement - March 2023](#)

[Groundskeeper Announcement - February 2023](#)

[M & O Supervisor Announcement - March 2023](#)

10. 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.

11. Next Regular Personnel Commission Meeting:

Next Meeting Date: _____ Time: _____

12. 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 _____

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.