



 *La Habra City
School District*

Personnel Commission Agenda

Tuesday, April 18, 2023 04:30 PM

Regular Meeting of the Personnel Commission

District Office Board Room

500 N. Walnut Street

La Habra, CA 90631

4:15 p.m. - Formal Call to Order/Closed Session

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

(Meetings are recorded for use in official minutes)

1. Formal Call to Order/Closed Session

Start time: 04:15 PM

2. Adjourn to Closed Session

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

3. Second Call to Order

Start time: 04:30 PM

- Welcome
- Roll Call
- Pledge of Allegiance

4. Report from Closed Session

5. Action Item: Approval of Minutes of the Regular Meeting of March 14, 2023.

(Action)

Moved _____

Second _____

Action Taken _____

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. Comments on items that are on the agenda will be heard when the item is considered. Speakers will follow procedures specified on the Speaker Request Form. These forms are submitted to the secretary prior to the meeting.

All comments submitted will be read aloud during the meeting. Please note, all correspondence relating to this meeting will become part of the minutes. Matters not on the agenda may neither be acted upon nor discussed, 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 meeting as an agenda item. Public Comments will be subject to time limit maximums of 3 minutes per comment/15 minutes per topic.

7. Director's Report

8. Associate Superintendent of Human Resources Update

9. CSEA Update

10. Information Item: Classified Personnel Report(s) (Information)

Classified Personnel Reports approved by the Board of Education on April 13, 2023.

[Separations](#)

[Change of Status](#)

[New Hires](#)

11. Information Item: First Review of Personnel Commission Budget for Fiscal Year 2023-2024 (Information)

Commissioners will review the Personnel Commission Budget for the 2023-2024 fiscal year prior to adoption at the May meeting.

[Preliminary Budget Memo](#)

[Preliminary Budget Form 23-24](#)

12. Action Item: Approval of New Job Description (Action)

Commissioners are requested to consider approval of first and possible second reading of the new job description for Bus Driver/Instructor as attached, and proper placement on the salary schedule.

Moved _____ Second _____ Action Taken _____

[\(New\) School Bus Driver-Driver Instructor 040623](#)

13. Action Item: Extension of Eligibility List (Action)

It is recommended that Commissioners approve the extension to the following eligibility list.

- Lead Cook - Extended to March 15, 2023

Moved _____ Second _____ Action Taken _____

14. Action Item: Approval of Eligibility List(s) (Action)

It is recommended that the following eligibility list(s) be certified:

- Community Liaison
- Day Custodian
- Educational Assistant

- Instructional Assistant II - Special Education/Health & Medical
- Student Supervisor

Moved _____ Second _____ Action Taken _____

- Community Liaison Eligibility List
- Day Custodian Eligibility List
- EA Eligibility List
- IA - II Eligibility List
- Student Supervisor Eligibility List

15. Action Item: Approval of Classified Postings (Action)

It is recommended that Commissioners ratify/approve posting(s) for the following positions:

- Accounting Technician III
- Cafeteria Worker
- Instructional Assistant I - Special Education
- Instructional Assistant III - Special Education/Behavior
- Student Supervisor

Moved _____ Second _____ Action Taken _____

- Accounting Technician III Announcement
- Cafeteria Worker Announcement
- IA - I Announcement
- IA - III Announcement
- Student Supervisor Announcement

16. 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.

17. Next Regular Personnel Commission Meeting:

Next Meeting Date: _____ Time: _____

18. 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 _____

require an accommodation to participate in the Commission meeting, please notify the Classified Personnel Office at least 48 hours prior to the meeting.