



Personnel Commission Agenda

Tuesday, August 15, 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. Formal 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 June 21, 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. Associate Superintendent of Human Resources Update

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

(Information)

Personnel Reports approved by the Board of Education on June 29 and August 10, 2023.

New Hires 6-29-23

New Hires 8-10-23

Separations 6-29-23

Separations 8-10-23

Change of Status 06-29-23

Change of Status 8-10-23

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

(Action)

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

- o Information Services Technician I
- o Instructional Assistant I - Special Education
- o Instructional Assistant III - Special Education/Behavior
- o TK Paraprofessional

Moved _____ Second _____ Action Taken _____

Info Services Tech I Eligibility List

IA I Eligibility List

IA III Eligibility List

Transitional Kindergarten (TK) Para Eligibility List

9. Action Item: Approval of Classified Postings

(Action)

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

- o Day Custodian
- o Director of Fiscal Services
- o Inclusion Assistant (substitute)
- o Instructional Assistant I-Special Education
- o Instructional Assistant III-Special Education/Behavior
- o Licensed Vocational Nurse
- o Special Education Bilingual Technician
- o Speech and Language Assistant
- o Transitional Kindergarten Paraprofessional

Moved _____ Second _____ Action Taken _____

Day Custodian Announcement

Director of Fiscal Services Brochure

Inclusion Assistant Sub Announcement

IASE I Announcement

IASE III Announcement

LVN Announcement

Special Education Bilingual Technician Announcement

Speech and Language Assistant (SLPA) Announcement

Transitional Kindergarten (TK) Para Announcement

IV, Article I, Section D

Commissioners are requested to approve the second reading of Personnel Commission Rule IV, Article I, Section D.

Moved _____ Second _____ Action Taken _____

Personnel Commission Rule IV Section D

11. Action Item: Approval of First Reading to Personnel Commission Rule VI, Article VI, Section A. (Action

Commissioners are requested to review the first reading of Rule VI, Article VI, Section A to align with new laws and CBA language regarding layoff procedures.

Moved _____ Second _____ Action Taken _____

Personnel Commission Rule Article VI Section A

12. 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.

13. Next Regular Personnel Commission Meeting:

Next Meeting Date: _____ Time: _____

14. 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.