



La Habra City School District

# Personnel Commission Agenda

Tuesday, April 16, 2024 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 March 19, 2024.

(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**

**6. CSEA Update**

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

Personnel Reports approved by the Board of Education on April 11, 2024.

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

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

- o Day Custodian
- o Family & Community Engagement Liaison
- o HVAC Technician
- o Information Services Technician
- o Systems Analyst

Moved \_\_\_\_\_ Second \_\_\_\_\_ Action Taken \_\_\_\_\_

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

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

- o Human Resources Clerk

Moved \_\_\_\_\_ Second \_\_\_\_\_ Action Taken \_\_\_\_\_

**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 \_\_\_\_\_

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