



 *La Habra City  
School District*

## Personnel Commission Agenda

Tuesday, February 20, 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. 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 January 23, 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 Update

6. CSEA Update

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

Personnel Reports approved by the Board of Education on February 8, 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 Evening Custodian
- o Nutrition Services Worker
- o School Office Manager

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

- Evening Custodian Eligibility List
- Nutrition Services Worker Eligibility List Feb 2024
- School Office Manager Eligibility List Feb 2024

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

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

- o Day Custodian
- o Family and Community Engagement Liaison
- o HVAC Technician
- o Information Services Analyst
- o Information Services Technician
- o MTSS Assistant
- o Systems Analyst

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

- Day Custodian Announcement Feb 2024
- FACE Liaison-Community Liaison Announcement Feb 2024
- HVAC Technician Announcement Feb 2024
- Information Services Analyst Announcement Jan 2023
- Information Services Technician Announcement Feb 2024
- MTSS Assistant Announcement Jan2023
- Systems Analyst Announcement Feb 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 \_\_\_\_\_

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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.