



 *La Habra City
School District*

Personnel Commission Agenda

Tuesday, May 16, 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. – Formal Call to Order

(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 April 18, 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. 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.

4. Director's Report
5. Associate Superintendent of Human Resources Update
6. CSEA Update
7. Information Item: Classified Personnel Report(s) (Information)

Classified Personnel Reports approved by the Board of Education on May 11, 2023.

[Early Retirees 5-11-23.pdf](#)

[New Hires 5-11-23.pdf](#)

[Separations 5-11-23.pdf](#)

[Change of Status 5-11-23.pdf](#)

8. Public Hearing: 2023-2024 Personnel Commission Budget

The Personnel Commission will hold a public hearing on its budget for Fiscal Year 2023-2024 (Pursuant to California Education Code 45253).

Public Hearing Opened at _____ Public Hearing Closed at _____

[PC Budget For 2023-2024.pdf](#)

9. Action Item: Approval of Personnel Commission Budget for Fiscal Year 2023-2024 (Action)

It is recommended that the members of the Personnel Commission adopt the Personnel Commission Budget for the 2023-2024 Fiscal Year as proposed.

Moved _____ Second _____ Action Taken _____

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

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

- o Cafeteria Worker
- o M&O Supervisor

Moved _____ Second _____ Action Taken _____

[Cafeteria Worker Eligibility List Apr 2023.pdf](#)

[Supervisor of MO Eligibility List Apr 2023.pdf](#)

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

Commissioners are requested to consider a first reading to add vacation language pertaining to Classified Directors, Supervisors and Confidential Personnel under Rule VI, Article V, Section A.

Moved _____ Second _____ Action Taken _____

[Vacation Language PC rules.pdf](#)

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

Commissioners are requested to consider approval of first and possible second reading of the new job description for Nutrition Services Supervisor as attached, and proper placement on the salary schedule.

Moved _____ Second _____ Action Taken _____

[\(New\) Nutrition Services Supervisor.pdf](#)

13. Action Item: Approval of New Classified Job Description (Action)

Commissioners are requested to consider approval of first and possible second reading of the new job description for Transitional Kindergarten (TK) Paraprofessional as attached, and proper placement on the salary schedule.

Moved _____ Second _____ Action Taken _____

[\(New\) TK Paraprofessional.pdf](#)

14. 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.

15. Next Regular Personnel Commission Meeting:

Next Meeting Date: _____ Time: _____

16. 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.