

LA HABRA CITY SCHOOL DISTRICT  
Personnel Commission Meeting  
February 7, 2017 – 4:00 p.m.

AGENDA

1. **Formal Call to Order** . . . . . 4:00 p.m.

2. **Pledge of Allegiance**

3. **Addressing the Commission**

Employees and interested parties are invited to attend Personnel Commission Meetings. Those who attend meetings and wish to speak will be recognized by the Chair at the beginning of the meeting. A person wishing to address the Commission will rise, and when recognized, state his or her name and association with the District, and then proceed with comments.

Audience participation, under any circumstances, shall be limited to those persons having direct business with the Commission, or any citizen or taxpayer residing within the District.

4. **Correspondence**

5. **Action Item – Approval of Minutes of Regular Meeting Held on January 17, 2017.**

Attachment #1

Moved \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Action Taken \_\_\_\_\_

6. **Personnel Director’s Report**

7. **CSEA Update**

8. **Information Item – Substitutes, New Hires and Resignations**

Attachment #2

9. **Action Item – 1<sup>st</sup> Reading of Personnel Commission Job Description Review Form**

Conduct the 1<sup>st</sup> reading of the LHCS D Personnel Commission Job Description Review form and consider additional sample language for changes to the existing form.

Attachment #3

Moved \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Action Taken \_\_\_\_\_

10. **Action Item: Approval to Establish an Eligibility List for the following positions:**

- Accounting Technician I
- Mechanic I

Moved \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Action Taken \_\_\_\_\_

11. **Action Item – Limited Term Assignment for Custodial Support**

Approve the hiring of substitute custodial support for limited term assignments through June 30, 2017.

Moved \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Action Taken \_\_\_\_\_

12. **Establish Date for Next Regular Meeting**

13. **CLOSED SESSION**

Commissioners may meet briefly in closed session to discuss personnel matters. No action will be taken during this session.

14. **Adjournment**