

LA HABRA CITY SCHOOL DISTRICT
Personnel Commission Meeting
May 2, 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. **Action Item: Consideration of Proposed Personnel Commission Budget for 2017-18 and PUBLIC HEARING for Same**

Commissioners to review proposed Commission Budget for 2017-18. Following review and possible changes, the Chair will declare a Public Hearing to allow for community review of budget.

Attachment #1

Moved _____ 2nd _____ Action Taken _____

5. **Correspondence**

6. **Action Item – Approval of Minutes of Regular Meeting Held on April 4, 2017.**

Attachment #2

Moved _____ 2nd _____ Action Taken _____

7. **Personnel Director’s Report**

8. **CSEA Update**

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

Attachment #3

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

- Groundskeeper – Limited Term Assignment/Substitute
- General Maintenance – Limited Term Assignment
- Information Services Technician I – Substitute
- Systems Analyst I (12)

Moved _____ 2nd _____ Action Taken _____

11. **Action Item – Approval of 2017 Seniority List and 2017 Seniority List with Reclassifications - 1st Reading**

Attachment #4 and #5

Moved _____ 2nd _____ Action Taken _____

12. **Action Item – 2nd Reading of Personnel Commission Job Description Review Form**

1st Reading approved on 4-4-2017 with minor changes. Commissioners are requested to review 2nd Reading of the LHCSO Personnel Commission Job Description Review Form – Maintenance Job Family with corrections.

Attachment #6

Moved _____ 2nd _____ Action Taken _____

13. **Establish Date for Next Regular Meeting: June 6, 2017**

14. **CLOSED SESSION**

15. **Adjournment**