

**LA HABRA CITY SCHOOL DISTRICT**  
**Personnel Commission Meeting**  
**September 5, 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 August 16, 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. **Information Item – Upcoming Job Description Reviews**

- Clerk Typist (12)
- Clerk Typist (10)
- School Office Manager

10. **Establish Date for Next Regular Meeting:**

11. **CLOSED SESSION**

12. **Adjournment**