

LA HABRA CITY SCHOOL DISTRICT

Personnel Commission Meeting

June 7, 2016 – 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 May 3, 2016 and the Special Meeting Held on May 17, 2016.

Moved _____ 2nd _____ Action Taken _____
Attachments #1 and #2

6. Personnel Director's Report

7. CSEA Update

8. Information Item – Substitutes, New Hires and Resignations

Attachment #3

9. Action Item – Approval of 2016 Seniority List and 2016 Seniority List with Reclassifications – 2nd Reading

Moved _____ 2nd _____ Action Taken _____

Attachment #4 and #5

10. Action Item: Approval of Eligibility List for Account Clerk I

Moved _____ 2nd _____ Action Taken _____

Attachment #6

11. Action Item – 1st Reading of Job Descriptions

Commissioners are asked to conduct a 1st reading of the Special Educational Assistant and Special Needs Educational Assistant job descriptions with proposed title changes and updates to the job duties

Attachment #7 and #8

Moved _____

2nd _____

Action Taken _____

12. Other Business from Commissioners or Director

13. Establish Date for Next Regular Meeting

14. CLOSED SESSION

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

15. Adjournment