

**LA HABRA CITY SCHOOL DISTRICT
Personnel Commission Meeting
July 12, 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 June 7, 2016.**

Attachments #1

Moved _____ 2nd _____ Action Taken _____

6. **Personnel Director's Report**

7. **CSEA Update**

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

Attachment #2

9. **Action Item: Approval of Eligibility Lists**

- Instructional Assistant III/Special Education-Behavior
- Print Reproduction/Warehouse & Delivery Worker
- Food Service Delivery Worker
- Utility Worker

Moved _____ 2nd _____ Action Taken _____

Attachment #3-#6

10. **Action Item – 2nd Reading of Job Descriptions**

Commissioners are asked to conduct a 2nd reading of the Instructional Assistant I-Special Education and Instructional Assistant II-Special Education/Behavior job descriptions.

Attachment #7 and #8

Moved_____

2nd _____

Action Taken_____

11. **Other Business from Commissioners or Director**

12. **Establish Date for Next Regular Meeting – August 2, 2016**

13. **CLOSED SESSION**

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

14. **Adjournment**