

LA HABRA CITY SCHOOL DISTRICT  
Personnel Commission Meeting  
August 11, 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 July 12, 2016.**

Moved \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Action Taken \_\_\_\_\_ Attachments #1

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**

- Mechanic II
- Instructional Assistant III-Special Education/Behavior (Updated List)

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

Attachments #3 and #4

10. **Action Item – 1st Reading of Job Descriptions**

Commissioners are asked to conduct a 1st reading of the Sprinkler Repair Worker job description.

Attachment #5

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

11. **Action Item: Approval to Establish an Eligibility List for Various positions**

- LVN
- Sprinkler Repair Worker
- Mechanic II

Moved \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 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**