

**LA HABRA CITY SCHOOL DISTRICT
Personnel Commission Meeting
October 5, 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 September 6, 2016.**

Moved _____ 2nd _____ Action Taken _____ Attachment #1

6. **Personnel Director’s Report**

7. **CSEA Update**

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

Attachment #2

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

Commissioners are asked to conduct a 2nd reading of the Account Clerk I, II and III job description with grammatical corrections and title change to Accounting Technician I, II and III.

Attachments #3-5

Moved _____ 2nd _____ Action Taken _____

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

Commissioners are asked to conduct a 1st reading of the School Office Manager job description to include physical requirements and updated minimum qualification requirements.

Attachment #6

Moved _____ 2nd _____ Action Taken _____

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

- LVN
- Sprinkler Repair Worker
- Instructional Assistant III-Special Education/Behavior (Updated List)

Attachment #7

Moved _____ 2nd _____ Action Taken _____

12. **Action Item: Approval to Establish an Eligibility List for the following positions:**

- School Office Manager – Substitute
- Physical Education Assistant - Substitute

Moved _____ 2nd _____ Action Taken _____

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

14. **Establish Date for Next Regular Meeting**

15. **CLOSED SESSION**

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

16. **Adjournment**