

LA HABRA CITY SCHOOL DISTRICT
Personnel Commission Meeting
December 6, 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. Action Item – ORGANIZATIONAL MEETING

a. Faye Ross to be reappointed as CSEA appointee for the term of December 2016 through November 2019.

b. Commissioners to elect a Chair and Vice Chair for the term of December 2016 through November 2017.

c. Commissioners to establish day and time of regular Commission Meetings for the coming year.

5. Correspondence

6. Action Item – Approval of Minutes of Regular Meeting Held on October 5, 2016.

Moved _____ 2nd _____ Action Taken _____ Attachment #1

7. Personnel Director’s Report

8. CSEA Update

9. Information Item – Substitutes, New Hires and Resignations

Attachment #2

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

Commissioners are asked to conduct a 1st reading of the Grounds Equipment Operator job description.

Attachment #3

Moved _____ 2nd _____ Action Taken _____

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

- Mechanic I
- Special Ed Bilingual Technician

Attachment #4

Moved _____ 2nd _____ Action Taken _____

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

- Accounting Technician III
- Instructional Assistant III-Special Ed/Behavior (3.5-hour Floater Schedule)
- Grounds Equipment Operator

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**