

LA HABRA CITY SCHOOL DISTRICT

**Personnel Commission Agenda
April 3, 2012 – 4:00 p.m.**

1. **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 Meetings Held on March 27, 2012 and March 14, 2012**

Attachment #1

6. **Personnel Director’s Report**

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

Attachment #2

8. **CSEA Update**

9. **Information Item: Final Copies of Various Job Descriptions**

Commissioners approved the Satellite Kitchen Lead, Extended Care Supervisor, and Fiscal Services Supervisor job descriptions on the 1st reading with minor changes.

Attachment #3

10. **Action Item – Approval of 2012 Seniority List and Seniority List with Reclassifications – Final**

Attachment #4

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

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12. **Information Item/Action Item: Appointment to the Personnel Commission**

The Personnel Commission will announce their intent to name the Joint Appointee for the La Habra City School District.

13. **Action Item: Public Hearing**

The Personnel Commission will set the time and date for the required Public Hearing relating to their appointment of the Joint Appointee.

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**