

LA HABRA CITY SCHOOL DISTRICT
Personnel Commission Meeting
September 8, 2015 – 4:30 p.m.

AGENDA

1. Formal Call to Order. 4:30 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 August 4, 2015 and the Special Meeting held on August 18, 2015

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: Approval of Eligibility Lists

Personnel Commissioners are being asked to approve the eligibility lists

- Clerk Typist (10) Attachment #3
- Day Custodian Attachment #4
- Community Liaison & Community Liaison-School Readiness Attachment #5
- Physical Education Assistant Attachment #6

Moved _____ 2nd _____ Action Taken _____

10. Action Item – Establishment of an Eligibility Special Needs Bus Aide

Moved _____ 2nd _____ Action Taken _____

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

Commissioners are asked to conduct the 2nd reading of the Special Education Bilingual Technician job description with minor corrections. Attachment #7

Moved _____ 2nd _____ Action Taken _____

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

13. **Establish Date for Next Regular Meeting: October 6, 2015**

14. **CLOSED SESSION**

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

15. **Adjournment**