

LA HABRA CITY SCHOOL DISTRICT

Personnel Commission Agenda December 10, 2013 – 4:30 p.m.

1. **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. **Action Item – ORGANIZATIONAL MEETING**

- a. Commissioners will officially recognize the extension of Faye Ross to another term of office (December 2013 – November 2014). Faye is the Commissioner appointed by CSEA. Her nomination will be presented for ratification by the Board of Trustees at the regular meeting on December 12, 2013.*
- b. Commissioners to elect a Chair and Vice Chair for the term of December 2013 through November 2014.*
- c. Commissioners to establish day and times of regular Commission Meetings for the coming year.*

5. **Correspondence**

6. **Action Item – Approval of Minutes of Regular Meeting Held on November 5, 2013**

Attachment #1

7. **Personnel Director's Report**

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

Attachment #2

9. **Action Item: Request to Conduct Reclassification Study for General Maintenance Worker position**

Current copy of General Maintenance Job Description

Attachment #3

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

11. **CSEA Update**

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

13. **CLOSED SESSION**

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

14. **Adjournment**