

**LA HABRA CITY SCHOOL DISTRICT**  
**Personnel Commission Agenda**  
**May 14, 2014 – 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: Consideration of Proposed Personnel Commission Budget for 2014-15 and PUBLIC HEARING for Same**

Commissioners to review proposed Commission Budget for 2014-15. Following review and possible changes, the Chair will declare a Public Hearing to allow for community review of budget.

Attachment #1

5. **Correspondence**

6. **Action Item – Approval of Minutes of Meetings Held on April 1 , 2014**

Attachment #2

7. **Personnel Director’s Report**

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

Attachment #3

9. **CSEA Update**

10. **Action Item: Ratification of Eligibility Lists for Clerk Typist**

Attachment #4

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11. **Action Item – Request Permission to Establish Eligibility List**  
Request permission to establish an eligibility list for part-time and (substitute) Custodian. Current substitute eligibility list expired in October 2013. There is a need to fill a part-time position, and replenish the substitute pool in preparation for summer crew work and the 2014-15 school year.
  
12. **Action Item – Approval of 2014 Seniority List and 2014 Seniority List with Reclassifications- Final Copies**  

Attachment #5 and #6
  
13. **Action Item – Review of New Position Approved by Board of Education with Recommended Salary Schedule Placement**  
Commissioners are asked to review one new position approved by the Board of Education (1) **Skilled General Maintenance Worker** (Schedule 1). Salary recommendation requested upon completing the job description review.  

Attachment #7
  
14. **Action Item – Approval of Reclassification**  
Commissioners are asked to approve the reclassification of two General Maintenance Workers to the Skilled General Maintenance position.
  
15. **Other Business from Commissioners or Director**
  
16. **Establish Date for Next Regular Meeting**
  
17. **CLOSED SESSION**  
  
Commissioners may meet briefly in closed session to discuss personnel matters. No action will be taken during this session.
  
18. **Adjournment**