

**LA HABRA CITY SCHOOL DISTRICT
Personnel Commission Agenda
November 6, 2012 – 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 – Reappointment of Personnel Commission**

Personnel Commissioner Jessica Taylor’s term will expire on November 30, 2012. Commissioners will officially take action on the extension of Mrs. Taylor to another term of office (December 2012 – November 2015). Mrs. Taylor is the Commissioner appointed by the Personnel Commission. Her nomination will be presented for ratification by the Board of Trustees at the regular meeting on December 13, 2012.

5. **Correspondence**

6. **Action Item – Approval of Minutes of Meetings Held on October 2, 2012**

Attachment #1

7. **Personnel Director’s Report**

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

Attachment #2

9. **CSEA Update**

10. **Action Item: 2nd Reading of the Various Maintenance & Operations Job Descriptions**

The Personnel Commission will conduct a 2nd reading of the following job descriptions:

- a) General Maintenance Worker Attachment #3
- b) Electrician/HVAC Technician Attachment #4

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

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**