

LA HABRA CITY SCHOOL DISTRICT

Personnel Commission Agenda November 5, 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. **Correspondence**

5. **Action Item – Approval of Minutes of Meeting Held on October 1, 2013**

Attachment #1

6. **Personnel Director's Report**

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

Attachment #2

8. **CSEA Update**

9. **Action Item – Ratification of Eligibility List**

Ratification of eligibility lists for Community Liaison and Food Service Delivery and Warehouse Worker

Attachment #3

10. **Action Item – Request Permission to Establish an Eligibility List for Substitute**

Request to establish a substitute eligibility list for General Maintenance Worker

Attachment #4

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11. **Information Item: Final Copy of Job Description**

Final copy of the Food Service Delivery and Warehouse Worker job description is being presented as an Information Item.

Attachment #5

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

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

14. **CLOSED SESSION**

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

15. **Adjournment**