

# LA HABRA CITY SCHOOL DISTRICT

## Personnel Commission Agenda October 1, 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 September 4, 2013**

Attachment #1

6. **Personnel Director's Report**

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

Attachment #2

8. **CSEA Update**

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

Request to establish a substitute eligibility list for the Print Reproduction/Warehouse & Delivery Worker position.

Attachment #3

10. **Action Item – 1<sup>st</sup> Reading of Job Description**

Commissioners will review the job descriptions for Food Service Warehouse & Delivery Worker and approve placement on the salary schedule.

Attachment #4

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11. **Action Item – Request Permission to Establish an Eligibility List**  
Request to establish an eligibility list for Food Service Warehouse & Delivery Worker.
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**