



La Habra City School District

Personnel Commission Agenda

Tuesday, April 19, 2022 04:30 PM

Regular Meeting of the Personnel Commission

District Office Board Room

500 N. Walnut Street

La Habra, CA 90631

4:30 p.m. – Call to Order/Regular Meeting

(Meetings are recorded for use in official minutes)

The Personnel Commission Meeting will be held in person. Attendees at the Personnel Commission Meeting will adhere to all local & state public health care agency guidelines.

1. Formal Call to Order

Start time: 04:30 PM

- Welcome
- Roll Call
- Pledge of Allegiance

2. Report from Closed Session

3. Action Item: Approval of Minutes of the Regular Meeting of March 15, 2022. (Action)

Moved _____

Second _____

Action Taken _____

4. Public Comment

This is an opportunity for community members to address the Personnel Commission on non-agenda items for matters under the subject matter jurisdiction of the Commission. Speaking time is limited to three (3) minutes per speaker with a maximum of twenty (20) minutes per topic. Persons wishing to address the Commission should complete and submit a presentation card available on the table near the hallway door. The presentation card must be completed and given to the Secretary prior to the meeting. Matters not on the agenda may neither be acted upon nor discussed by the Commission, but will be

researched and responded to in any one of the following ways: 1) by telephone after research; 2) by mail after research; or 3) at a subsequent Commission meeting as an agenda item.

5. Director's Report

6. CSEA Update

7. Information Item: Board Approved Personnel Report(s) (Information)

Personnel Reports approved by the Board of Education on April 14, 2022.

[Separations 4-14-22](#)

[New Hires 4-14-22](#)

8. Action Item: Approval/Ratification of Eligibility List(s) (Action)

Commissioners are requested to approve/ratify eligibility list(s) for the following positions:

- o Clerk Typist (10)
- o Electrician
- o Evening Custodian
- o Extended Care Worker
- o General Maintenance Worker
- o Inclusion Assistant
- o Information Services Technician I
- o Lead Cook
- o MTSS Assistant
- o Program Budget Analyst

Moved _____ Second _____ Action Taken _____

- [Clerk Typist \(10\) Eligibility List](#)
- [Electrician Eligibility List](#)
- [Evening Custodian Eligibility List](#)
- [Extended Care Worker Eligibility List](#)
- [General Maintenance Worker Eligibility List](#)
- [Inclusion Eligibility List](#)
- [Info Services Tech I Elig List.pdf](#)
- [Lead Cook Eligibility List.pdf](#)
- [MTSS Assistant Eligibility List.pdf](#)
- [Program Budget Analyst Eligibility List.pdf](#)

9. Action Item: Approval of Classified Postings (Action)

It is recommended that Commissioners ratify/approve postings for the following positions:

- o Cook's Helper
- o Community Liaison-School Readiness

Moved _____ Second _____ Action Taken _____

- [Cooks Helper Announcement April 2022](#)
- [Community Liaison - School Readiness Announcement Mar 2022](#)

10. Personnel Commissioners Comments/Reports

This is the time during which the Personnel Commission may make a brief announcement or report on

his/her own activities relative to Commission business.

11. Next Regular Personnel Commission Meeting:

Next Meeting Date:_____ Time:_____

12. Adjournment

There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

Approval of Meeting Adjournment at:_____

Moved_____

Second_____

Action Taken_____

La Habra City School District is a tobacco-free district. Tobacco use is prohibited on District property at all times. If you will require an accommodation to participate in the Commission meeting, please notify the Classified Personnel Office at least 48 hours prior to the meeting.