



La Habra City School District

Personnel Commission Agenda

Tuesday, December 7, 2021 04:00 PM

Regular Meeting of the Personnel Commission

District Office Board Room

500 N. Walnut Street

La Habra, CA 90631

4:00 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. Call to Order

Start time: 04:00 PM

- Welcome
- Roll Call
- Pledge of Allegiance

2. Report from Closed Session

3. Action Item: Approval of Minutes of the Regular Meeting of November 16, 2021. (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. Comments on items that are on the agenda will be heard when the item is considered. Speakers will follow procedures specified on the Speaker Request Form. These forms are submitted to the secretary prior to the meeting. All comments submitted will be read aloud during the meeting. Please note, all correspondence relating to this meeting will become part of the minutes. Matters not on the agenda may neither be acted upon nor

discussed, 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 meeting as an agenda item. Public Comments will be subject to time limit maximums of 3 minutes per comment/15 minutes per topic.

5. Director's Report

6. CSEA Update

7. Information Item: Update on Classification/Compensation Study (Information)

Commissioners will be apprised of the Classification/Compensation Committee meeting on December 3, 2021.

8. Action Item: Consider Approval of New Job Description (Action)

Commissioners are requested to approve the new job description for MTSS Assistant.

Moved _____ Second _____ Action Taken _____

[MTSS ASSISTANT.pdf](#)

9. Information Item: Personnel Commission Joint Appointee Interviews (Information)

Commissioners will conduct interviews for Joint Appointee.

10. Information Item: Announcement of the Intended Joint Appointee (Discussion)

Commissioners will make their announcement of the intended Joint Appointee of the Personnel Commission.

11. 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.

12. Next Regular Personnel Commission Meeting:

Next Meeting Date: _____ Time: _____

13. 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.